

Short-hand is an art whose usefulness is not confined to any particular science or profession, but is universal.

Dr. Johnson.

Had this art [Phonography] been known forty years ago, it would have saved me twenty years of hard labor.

The Hon. T. H. Benton.

PRACTICAL STENOGRAPHY;

OR

SHORT-HAND

FOR ALL CLASSES AND PROFESSIONS; ESPECIALLY
ADAPTED TO THE PULPIT AND THE BAR; LEGIBLE AS
THE PLAINEST WRITING, AND REQUIRING
NO TEACHER BUT THE BOOK.

ALSO

A SIMPLIFIED SYSTEM OF

PHONOGRAPHY;

Or the same Short-Hand as used for VERBATIM REPORTING.

BY

W. E. SCOVIL, M. A.

RECTOR OF KINGSTON, N. B.

A new and improved edition.

"Artem experientia fecit, exemplo monstrante viam."

KINGSTON, N. B.

1866.

Price 75 cents.

1921
САНКТ-ПЕТЕРБУРГ
СИАН-ТВОНА

СИАН-ТВОНА

ДЛЯ ПРИЧЕПЛЕНИЯ КОДА ВЫПУСКА НА МАСТЕРСКОМ
СТАНКЕ С ПОМОЩЬЮ СПЕЦИАЛЬНОГО СПЕЦИАЛИСТА
СИАН-ТВОНА

СИАН

СИАН-ТВОНА
COPYRIGHT SECURED.

СИАН-ТВОНА

СИАН-ТВОНА
СИАН-ТВОНА
СИАН-ТВОНА

СИАН-ТВОНА

СИАН-ТВОНА

СИАН-ТВОНА

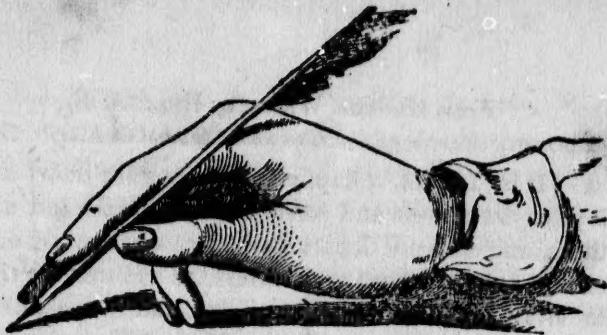
СИАН-ТВОНА

СИАН-ТВОНА

СИАН-ТВОНА

СИАН

Testimonials.



For the encouragement of learners, some Testimonials are here annexed, which the author has received from gentlemen of known position and character, who speak from actual experience, and express their conviction that this Short-hand is an improvement on the systems heretofore offered to the public.

*From The REV. EDWARD B. NICHOLS, M. A.
Rector of Liverpool, Nova Scotia.*

The facility with which your Stenography is acquired, the rapidity with which it is written, and the unhesitancy with which it is read, I believe to be unsurpassed. I have used no other hand for all the manuscript sermons that I have delivered during the last 15 years. Indeed, before I was in holy orders, I found the benefit of it, both when I was a student at law, and at The General Theological Seminary in New York.

*From The REV. CHARLES LEE, M. A.
Rector of Fredericton, N. Brunswick.*

Your Stenography is a great help and comfort to me in my profession, and I prize it accordingly. I use it always for the pulpit, not only because it is, what its name imports, a short hand, but because I find it more legible than any other writing ; enabling me to distinguish the words at a greater distance from the eye, and to read more of them off at a glance, than if they were written in the plainest long hand. To many, I have no doubt, the learning of it would be an agreeable exercise, as well as the means of saving themselves a deal of labor and valuable time in after life.

*From GEORGE WALKER, Esq., A. B.
Formerly Master of the Grammar School in King's Co., N. B.*

It is, I think, a happy feature in your Short-hand, that it joins the vowels and consonants in succession as we read them, and does not depart from the usual method of spelling, except when superfluous letters are omitted for the sake of brevity. It thus avoids the intricate, and comparatively slow expedient, adopted by Taylor, Mavor, Pitman, and others, which requires the writer to join together all the consonants, in the first place, and afterwards take his pen off repeatedly to insert separate dots, or other little marks, here and there, for the purpose of representing as many vowels and diphthongs as happen to be sounded in the word.

From The Rev. D. I. WETMORE, B. A., Clifton, N. B.

My estimate of your Short-hand is evidenced by the fact that, when I was a school-master, I recommended it to my pupils as the best. Judging from my own experience, I believe that a practical proficiency can be gained in it, at less cost of time and study than in any other system that has come under my notice, and that it is well deserving of a place in our schools.

From Mr. T. P. DIXON, Reporter, Hampton, N. B.

After spending some time in examining the systems of Phonography published by Pitman, Bell, Thompson, and others, I have satisfied myself that your Phonography, or abbreviated Short-hand, while it equals, if it does not exceed, the swiftest of them, in the ease and despatch with which it is written, affords more assistance in deciphering the notes, which we have to commit to paper in the briefest manner in taking down a discourse from the lips of a fluent speaker. So far as I am capable of forming a correct opinion on this subject, I have as yet met with no system, vying with yours in conciseness, that taxes the memory of the learner so little, or is likely to enable him more speedily to acquire the art of *verbatim* Reporting.

From S. J. SCOVIL, Esq. A. B., Barrister, St. John, N. B.

Your Short-hand has, for many years, done me good service in the almost interminable writing of a Lawyer's office. If this, or any good system, were generally adopted by professional gentlemen, it would very materially lighten their labors, and save valuable time to the public, shortening the sittings of our Courts, and expediting business which is now retarded by the slow process of ordinary writing.

From THOMAS S. WETMORE, Esq. A. B., (M. D., of the University of Glasgow, and Licentiate of the Royal College of Surgeons, Edinburgh,) St. John, N. B.

Whatever may be the comparative merits of other systems, your Short-hand, on account of the ease with which it is read and written, has deservedly gained the good opinion of those who have tried it, and will, I am persuaded, find favor with others in proportion as they become acquainted with it. For as sailing packets, common roads, and mail-coaches, though still in use, do not meet our requirements in this age of ocean-steamers, railways, and electric telegraphs; so our common long-hand, though it cannot be altogether dispensed with, will, I am confident, in time be regarded as too slow and tedious a method of writing for those who can despatch their business with much greater ease and rapidity, by employing a good readable Short-hand.

From JAMES H. THORNE, Esq., B. A., Deputy Provincial Secretary, Halifax, Nova Scotia.

A practical knowledge of your system of Short-hand writing, has given me so high an opinion of its value, that I believe it to be the very best we have; and, as "the pen of a ready writer" is essential in many professions and of great advantage to a person in any line of life, I think that your little book, in its improved state, ought to obtain a wide circulation, and be generally acceptable to the Public.

CONTENTS.

	PAGE.
Preface	1
Key	4
Stenography, Directions to Learner	5
Alphabet	7
,, Chs. with words they stand for	8
Supplemental Chs. and Arbitraries	9
Terminations	10
Notes on Alphabet	12
Signs and Abbreviations	19
Notes on Signs and Abbreviations	17, 34
,, Arbitraries	36
,, Punctuation	36
,, Numbers	36
Rules for writing Stenography	38
,, Position of Letters, No. 6	41
,, Words „ 20	42
,, Prefixes, Initial UN	43
Chs. Shortened and Blended	44
Termination <i>tion</i> or <i>shun-dot</i>	45
Notes on Terminations	51
Miscellaneous Remarks	53
Spelling to direct another writing	55
Phonography	57
,, Rules for writing	61
,, Joining the consonants	62
,, Insertion of disconnected vowels	64
,, How to Read it	64
,, Phrase Writing	65
Exercises in Stenography	77
,, Phonography	

P R E F A C E .



Writing, like speaking, contributes in so many ways to our comfort and convenience, and is so necessary to facilitate our intercourse with one another, that, though it is a greater misfortune to be unable to speak, it is a very serious disadvantage for any one, in a civilized community, to be unable to write.

But useful as the common method of writing confessedly is, it is inadequate to record language with any thing like the ease and rapidity with which it is spoken, and, therefore, the most persevering efforts have been made to effect this desirable improvement. Hence the multitudinous systems of short-hand.

Even more than 1800 years ago, when *Martial* lived, a method had been invented, by which, if we can trust to that poet's description of it, a Roman notary was able to take down words with a dexterity not surpassed by the most accomplished Reporter of our time. Among his epigrams is one which I here give, with a free translation :

"*Current verba licet, manus est velocior illis;
Nondum lingua suum, dextra peregit opus.*"

Though fast a speaker's words may flow,
The tongue is for the hand too slow.

The Roman method has long been lost, but English systems have appeared in rapid succession. *Pitman's Phonography*, notwithstanding several later short hands which I have seen, is now the most popular, and, if we may be-

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77

PREFACE.

lieve its enthusiastic admirers, has been brought so near to perfection, that there exists no necessity for change hereafter. And yet, to me at least, it seems open to some weighty objections. Its vowels are very minute marks which cannot be joined to the consonants (see No. 2, p. 12); its characters are not sufficiently distinct, one, sometimes a little shorter or thicker, standing in three positions for more than fifty words in his Reporting style (see note p. 41); and instead of departing as little as possible from the standards of our literature, it compels us to use the phonetic or this corrupt method of spelling:—"If eni wun in siti or kuntri wontz sum nolij ov hiz wurk and its kwolitiz, let him inspekt hwot haz bin dun in komon wurdz, or giv muni and get an egzact kopi ov hiz sistem"!

Let it not be thought that I enviously detract from the merits of *Pitman's* invention. It was in allusion to it that Senator *Benton*, the eloquent supporter in Congress of President *Jackson*, made the remark which I have appended to the frontispiece of this little book: and, though I have never met with any one who could write his Phonography well enough to take down a continuous discourse, word for word, I have no doubt that expert writers who have mastered it, find it very useful for verbatim reporting, as they can dispense with his troublesome vowels, and decipher their notes at leisure. When no vowels are inserted, the use of wrong consonants for those that have the same sound, is less likely to make us forget the proper orthography in common writing.

Feeling the want of a plainer short-hand, to meet the requirements of a profession in which a speaker must decide at a glance what he is to pronounce, and has little time to settle uncertainties by comparing the context, I composed, for my own use, the system which is exhibited and explained in the following pages.

"It is not uncommon for those who have grown wise by

PREFACE.

3

the labor of others, to add a little of their own, and forget their masters;" I wish to give mine the chief credit, for I have freely appropriated every thing that answered my purpose, and am indebted to *Macaulay*, in particular, for many of the characters. Three or four very small editions of my system have been printed before this, for private circulation, but the characters were most of them inserted with a pen; and so difficult was it to get them engraved correctly, in *Boston*, that the issue of this edition has been delayed for months, and I am under much obligation to the *Rev. D. I. Wetmore*, of *Clifton*, whose familiarity with the system, enabled him to do what I could not get done elsewhere to my satisfaction.

Tables, exhibiting the combination of every two characters, would have served instead of all the rules for joining them, and made the system appear much more simple; but such tables are expensive, and it is easier for a practitioner to learn by copying the Exercises.

That some have tried and approve of it, is inferred from their testimonials: among those which I have published is one given by *Mr. Dixon*, a young farmer, who took up my short-hand, and has turned his knowledge of it to good account; for he is now a Reporter by profession, and was employed as one of the two official reporters at the last sitting of our Provincial Legislature at \$200 a month—no unreasonable price, that being the common rate at which an expert Reporter is paid elsewhere for his services.

And now, kind reader, to use an appropriate valediction from *Horace*,

"Farewell, and if a better system's thine,
Impart it frankly, or make use of mine."

RECTORY, KINGSTON, N. B.
November 1, 1865.

4 KEY TO EXPLANATORY LETTERS &c.

- At the foot of a letter shows the ch. is an up-stroke.
- [] Inclose words only for reporters or experienced writers,
- (), words for which the sign cannot stand in longer words.
- ¶ The ch. stands for the word only in phrase-writing.
- 1 Requires the word to be written the length of the ch. for t above the line ; 2, on the line ; 3, close under the line ; †, across the line ; †1, across the y-line which 1 represents.
- Capitals at the end of each line direct what is to be done with the chs. in the Tables, and stand for whole words.

A, put the ch. after the one before it, close to the end, on the right, without touching it. B, *beginning*, or only begins words. C, *centre*. Ch. or ch., *character*. D, *drop*. E, *end*. F, *following ch.* G, *greater*, that is twice the length of a long ch. H, *short*, or *half* the length of a long ch. J, *join it to*. L, *left*. M, *middle*, O, *over*. P, *preceding ch.* Ph. or Pho., *phonography*. R, *right*. S, *short*, or half the length of a long ch. St, *stenography*. T, *termination*, or last ch. U, *under*. W, *wide*, or *thick*.

Thus, B, alone, means that the ch. is an initial ; E, that it ends words. M, E, show that it is used only in the middle and end ; S, B, that it is a short initial ; S, W, that it is short and wide ; JCPL, join the ch. to the centre of the preceding one, and put it on the left side ; S.UEP, make the ch. short, and put it under the end of the preceding ; O, F, put it over the following ch. For example, p. 82, we have "To S, [¶ to do SW, at], B." which means, the ch. is short when it stands for *to*, in phonography or reporting-hand it stands for the phrase *to do*, and is then made short and wide; it may also in phonography stand for *at*, but is then a long ch. like the one above it, and not thickened, and the B (which would have been added if there had been room,) requires us to use none of these words unless it begins a word or phrase, or stands alone.

BERATA. Page 39, line 8, before *blend* insert *often*.
Page 40, line 8, for [det] read [ctd].

SHORT-HAND, PART 1.

STENOGRAPHY.

Stenography is the art of *writing with short characters*, and, in this system, differs from Phonography in that it follows, for the most part, the usual method of spelling; while Phonography, though written with the same characters, expresses with the utmost brevity the *sound* of words, dropping every letter that can be omitted consistently with a due regard to their legibility.

DIRECTIONS TO THE LEARNER.

It is quite unnecessary to learn the following Rules and Tables by rote. The best and most agreeable way to become proficient in this method of writing, is to get some knowledge of the arrangement and contents of the work by looking over the pages, and then begin with copying out the Exercises in the order in which they are placed in the latter part of the book, carefully comparing them with the Alphabet and Tables as you proceed, and referring to the rules for direction only when you find something which you cannot readily understand. It may seem superfluous that things are explained which you can comprehend at once by inspection; it is better however to have all parts of the system so fully elucidated, that no one who tries to learn it without a master, can feel the want of more aid and guidance than the book affords.

STENOGRAPHY.

Boys are very apt to waste time in writing without a copy, and trying to decipher their rude essays before they know how to join the letters properly: give yourself no trouble of this kind, but have patience to copy the Exercises until you can write them correctly and freely, without any pause in going from one letter to another, and in doing this, you will learn to read without hesitation.

The Stenography, though slow as compared with the Phonography, is best for all purposes requiring a rapid hand which can be read with the ease and certainty of common print, and for this reason is particularly convenient for the Pulpit and the Bar.



Alphabet.

7

N. B. The Beginner has nothing to do with words and Chs. in [].

SINGLE CHARACTERS.

A b c d e f g h i j k l m n o p q u r s t v w x y z
 - 7 C \ O P = 2 A d 8 3 2 4 / 1 0 L < 5 9 8

DOUBLE CHARACTERS.

Amp, comb, comp, emp, imp, ump, simp, sump, temp; .angl, .engl,
 1 P F F P Q I T F B J

.ngl; bl, [.bl.], pl, [.pl.], ppl; fl, [.fl.], cl, dl, vl, wl; Ch, ch, ph,

/ J - 2 6 7 6 6 6 6 6 6 C - 9

ah, [shl]; cent, con, recon; counter; dd; des, dis; en, in, on, un; .ulf;

o o c o - a \ V P - o o o

.for, .fer; .fn, [.fndd], fr; .gn, .gent; .gr; he; .enter, .inter [.nter];

P O D J S U R A P O

kn; ml; ob, op; ou, ou; pp, [prp]; rest; .rv; spec, [spe]; sd; ss,

o J C E W O D / C J ^ A

ss; st, sted: struct; .sub. super; ted; th; tw; wh, whl

/ A A A / , : L J C B

r	b	f	p	d	t	s	counter	imp	dis	comp	rest
v	g	vl	y	sh	m	wl	con	o	i	h	ch
c	ob	k	ous	ness	ousness	ltry	lsts.			t	ng
qu											ml

NUMBERS.

Each figure is made by itself, and, when mixed with writing, the lower end of the first stands half its length above the line on which the rest are written.

1 2 3 4 5 6 7 8 9 0
 / | 3 C \ C V - - .

Alphabet

Single Chs.		Words they stand for.	Double and Syllabic Chs.	
A, ay	—	(have,) another 1	Amp	amp [-mp]
B, be	—	been, begin †	.Angl †	angle † B.G
C, ce	—	certain 1, come	Bl	bleas
D, de	—	(had,) done †	Cent	[cnt], S
E	{ ()	(he, ever) endeavor	Ch	child B
F	—	for, fer, fir, fur	ch	church † M, E
G, ge	—	God, give	Cl	could
H, ha	{ —	him, half 1 B happiness M, E	Com	comb [cmb]
I, J, sigh	{ —	I, individual 1 interest	Comp	company 1, [cmp]
K	{ ()	kind ke, kee ek, eek	Con	concern [cn]
L	—	lord	counter	country 1, [entr]
M	—	them, mercy 1	Dd	ded, did G
N	—	(not)	Dis	des, [ds], B
O, ough	{ ()	(own,) opinion o, oh! other 1	Dl	del, deliver †
P, pe	—	people	ds	des, dis
Qu	—	que, quest	Emp	emph P
R	—	(our,) regard 1	En	in S.B
S	—	(is, his, us †)	.Engl †	B.G
T, te	—	time, to S, trans 1	.Enter †	inter † G.B
U	{ ()	upon, unto,	.Fl	flame †
V	—	(do,) very 1	.Fn	fin
W	—	with, what 1	Fr	from, first †
X, ex	—	expect	.Ful	full
Y	—	you	.Gn	gen
Z	—	zeal	.Gent	[gnt], S
			.Gr	great, gratitude †

Alphabet.

9

Double and Syllabic Characters continued.

He	p	Hea	B	.St	1	S
Imp	9	important	B	.Sted	1	stead, [std], S.TW
In	.	en	S.B	.Struct	1	[stret]
Inter †	9	intr † [ntr], G.B		.Sub		subject, [sb], G
Kn	9	know, knowledge, B		.Super †		[† spr], H
Ml	v9	multi 1		Ted	1	-tude, [td,-ttd], SW
Mm	v8	mem	G	Th	1	(the, thee)
Ngl	v7	ngle	G	The	1	(they)
Ob	v6	object	B	Tw	1	between †
On	v5		S.B	Temp	b	tempt, [tmp]
Op	v4	opportunity 1,	B	Ump	1	
Ou	{v3	(Wought)		Vl	6	vel
		(ought)		Wh	6	why 1
Ph		prophet		Wl	6	wil, will
Pi		pleasure †				
Ppl		popularity 1				
Pp			[prp]	.Bnd	—	About
Reeon.				Bnd	—	" again
Rest			[rcn]	Cp, cpt	(an, and
Ramp			[rst], B	El	6	B brethren
Rimp			xmp	Lstr	6	X christian
Rv				Mstr	6	7 each other
Sh	8	shall	S	.Nstr	9	if i S
Simp	9	symp		.Pl.	6	it
Spect	1		[spc, spet]	Pnd	6	n nevertheless
Sump	1			Shl	6	ding notwithstanding
Sd	8			Tret	6	o of, might 1
Ss	1	(says)	S	Whi	6	0 often
			S	Wl	6	6 which 1

SUPPLEMENTAL CHARACTERS

Terminationd.

1	-	able, ble	[bl, bld W]	S.M,E	30
2	~	ables, bles	[bles]	S.M,E	31
3	J	ably, bly		S.M,E	32
4	L	abled, bled	[bld B]	M,E	33
5	J	ability, bility		M,E	34
6	~	aught, auhter, auhtered EW		M,E	35
7	/	cession, session [every soft c-shun, s or z-shun or -shun]	S. JCPL	36	
8	J	cessions, sesalions	[every soft c-shuns, s or z-shuns]	S. JCPL	37
9	-	ction, ection, exion	[every hard c-shun or k-shun]	S. JCPL	38
10	V	ctions, ections, exions		S. JCPL	39
11	o	del, dile		M,E	40
12	o	ferance, ference			41
13	X	ferences			42
14	F	fessional			43
15	E	ficiency, efficiency		M,E	44
16	P	ficient, effient		M,E	45
17	O	fore		E	46
18	O	fully or divide the last ring		E	47
19	J	.genoe	[gnœt, gnœt̪]	S. M,E	48
20	J	.graph, graphy 1, ography 1		M,E	49
21	Y	.ographies			50
22	J	ing A ; ong JP	[ngJP; ding W,JP]	S. M,E	51
23	Y	inge A ; ongs JP	[ngsJP; dings W,JP]	S. M,E	52
24	L	taged A ; ongedJP		S	53
25	-	ion		S. JCPL	54
26	~	ions		S. JCPL	
27	J	ly		S. UEP	55
28	J	lity, lty; lidlity W, add short e for lities, lties; lidties W			56
29	J	logical, ological; logy 1, ology 1			

Terminations.

11

S.M.E
S.M.E
S.M.E
M,E
M,E
M,E
JCPL
JCPL
JCPL
JCPL
M,E

M,E
E
E
S. M,E
M,E
S
JCPR
JCPR
UEP
W

30	‘	ment UEP; ments OP; mented W,UEP	S.M.E
31	—	ness	
32		[ngr, ngry, nography, nographer, DT and put P 3]	
33	‘	ock	
34	→	ous and every shus	B
35	→	ousness and every shunness	
36	‘	out 3	S.B,E
37	‘	*[pl; pld W. Nor pl alone use the first character] S.M.E	
38	‘	pidity W [pdity W]	
39	‘	rest joined to upper side of rings [rst, rsty 1; rstd W] JEPL	
40	r	rve, rved	[rv; rvd] S.M.E
41	/		[scrip. script.] JP
42	/	.self	B,M,E
43	/	.selves.	
44	‘	ship	JCPR
45	.		[thr DT,S1]
46	.	tion, sion every shunAE; ution UEP	[t-tion UEP]
47	‘	tions, sions every shunsAE; utions UEP	[t-tions UEP]
48	‘	tive S.UEP, tivity UEP, add short s for tives, tivities.	
49	t	true, truct	[tro, trot]
50	‘	ward or omit the dot and make the stroke wide	S
51	‘	wards	
52	J	lest [lst]. It can be added to any ring-Ch. by making the ring a hook, that is—leaving the ring a little open instead of closing it.	
53		D may be added to a ring-Ch. by making the ring a loop, that is—flattening it a little; but the loop must begin or end the word.	
54		[By thickening the stroke, d is added to any short Ch., and to a long Ch. when the first long Ch. in the word stands below the line: but if it stands on the 1 or the 2-line, the thickening of the stroke adds rd or ri to the long character.	
55		Thickening the beginning of a long Ch. adds rt; thickening its end adds rd; thickening the whole or middle adds rd or rt.	
56		Shortening a long Ch. adds nt, nts, neet.]	
		* Draw p from R to L in B, but from L to R in M and E of words, making an angle in joining.	

STENOGRAPHY.

NOTES ON THE ALPHABET, pp. 7, 8, 9.

1. Short-hand marks or letters are called Characters, and Ch. or Chs. indicate briefly one or more of them. We must begin them at the top, or, if horizontal, at the left; unless there is a dot before the Roman letter in the Alphabet to show that the Ch. is drawn up, or after the Roman letter to show that it is drawn from the right end to the left. If there is a dot on both sides of the letters, as with S, Sub, and Super, the Chs. are drawn both ways.

Some skilful reporters contend that the Chs. can be drawn with more freedom if we let the pen pass up between the middle and the fore finger, and lean it well back, instead of holding it as depicted in the hand on the leaf just after our title-page.

2. The Alphabet ought to consist of such simple and legible Chs. as can be joined together with the greatest rapidity and ease. There is a radical defect in those systems which represent the vowels and diphthongs by dots and commas, or minute and detached marks; for they are not only scarcely distinguishable from one another, but consume more time than plain connected Chs.; because the writer has first to join all the consonants in the word, and then go back to put marks adjacent to them, lifting the pen as many times as there are omitted vowels to be supplied. Facility in the use of disconnected vowels can only be acquired by long and laborious practice, and the marks look very like specks sprinkled over the page from a pepper-box.

3. In this system, every letter has a distinct Ch. which can be readily joined to the rest, and additional Chs. are provided to represent those syllables and combinations of letters, which occur most frequently in the English language. These additions, termed *double* and *syllabic* Chs., will well repay an hour or two spent in learning them, as they not only render the writing shorter, neater, and more *lineal*; but promote legibility and relieve the memo-

try, by doing away with the necessity for making every letter or Ch. represent a multitude of words; which, as those who have tried know, is one great difficulty in learning the Reporting style in *Pitman's Phonography*.

4. Chs., like *comb*, *fr*, and *tw*, with a hook at one end, we may for distinction call *hooks*; and those that are not so much bent, *crooks*, as the bent *h* and *th*, *w*, *wh*, *angl* or *engl*, *Bl*, *comp*, *recon*, and *long rest*.

5. A Ch. with a little circle at one end is denominated a *ring-letter* or *ring-Ch.*; as, *f*, *m*: one drawn in a horizontal direction is termed a *horizontal*, (and for it we write *hor.*) as, *a*, *e*, *i*, *o*, *u*, *k*, *qu*, *con*, &c. The single Chs. that are not *horizontals* are all long, and, like other Chs. of the same height, are called *longs*; as, *b*, *c*, *d*, &c.; those that (like *angl* or *engl*, *enter* or *inter*, *dd*, and, *sub*,) are twice as long, are called *double-lengths*, and have G after each of them on the line, to show that they are of *greater length*: while the shortest (like *cent*, *gent*, *en* or *in*, *on*, *sd*, *ss*, *st*, and *ted*) are termed *shorts*, and have S after them, to signify that they are to be drawn *short*, or not more than half as long as the *longs*.

6. The size of the letters is, as in other writing, a matter of taste; provided they are all made smaller or larger, and preserve their due proportion to one another. A good length for *t* is about the eighth of an inch; then the *longs* when put on the same line, will be as high, the *double-lengths* twice as high, and the *shorts* not more than half as high as that character.

7. We do not require ruled lines to write upon, but, the better to indicate the position in which we are to place our Chs., draw two horizontal lines about the eighth of an inch apart; and call the upper the *y-line* and the lower the *line*, designating the *y-line* by the figure 1, the *line* by 2, and the space below it by 3. Next, draw the Ch. *t* from 1 to 2: then all the *longs* among the Single, Double, and Syllabic Chs., will, like *t*, reach from line to line; while the

STENOGRAPHY.

double-lengths, when they begin below the line in the space represented by 3, will cross line 2 and reach up to the y-line, or, if standing on the 2-line, will cross the y-line and have their heads about the eighth of an inch above it.

After a letter 1 denotes that the Ch. for that letter, and after a word, that the *first long* Ch. in that word, stands on the y-line; and † 1 that it is written across the y-line.

When a letter or word belongs on the 2-line, that being the principal line for writing on, the 2 is not required after the letter or word; because the Ch., or, if there be more than one, the *first long* Ch. in the word, always stands on 2, unless there is a figure or † to indicate some other position: and a † will be sufficient, after a letter or word, to denote that the *first long* Ch. is drawn across the 2-line.

Thus if we look under Single Chs., page 8, we find the long *n* has a dot but no figure or † with the letter, the Ch., therefore, stands on 2, and is drawn up to the y-line; whereas the double-lengths *angl* † or *engl* †, *enter* † or *inter* †, as the † after them shows, begin below the 2-line, cross it, and are drawn up till they reach the y-line; but *ngl* and [*ntr*] (though the same Chs. as *angl* † and *inter* †) page 9, having no † or figure after them, stand on 2, and being double-lengths, are drawn up, through the y-line to twice the height of long *n*, and the Chs. *n* and *ntr* are as easily distinguished from each other, by their length, as *e* and *l* in common long-hand. See p. 19.

8. The diagrams, p. 7, (between the double line and the word Numbers) show at a glance, the proper shape and direction of the Chs. A circle is cut into four quadrants to make the inclined Chs. *r*, *b*, *v*, *g*; and these ringed as in the next figure become *fl*, *p*, *vl*, *y*. The half circles *c*, *ob*, and the vertical and inclined Chs. (whether straight-lines, or ring-letters and crooks,) which compose the other three figures, are of the same height as the quadrants, when standing on the same line and not joined together.

9. *Cl*, and *op*, are vertical half-circles with rings, de-

scending like *c* and *ob*; while *gn* is a half-circle, ascending to the right like the quadrant *g*, but standing almost as erect as *ob*.

10. *E*, being the horizontal half of a circle, and turning down like *k*, and up like *qu*, will not be more, and is better rather less, than half as high as *c*; with rings it will make *kn* and *o*. *I*, and *j* are used promiscuously, and turn either way in words, but when they stand alone as the name of a single letter, *i* turns down and *j* up. *U* can be written, as it generally is in Phonography, like *e*, only as small as will be distinct, but it is better in Stenography to make it the size of *e* and put a dot on the inside, which leaves no room for doubt.

11. *Dd* differs from two single *d's* only in that, when alone or an initial, it stands on, instead of crossing the line. The ringed *dis* is like *f*, and *spec* or *spect* like *g*, only we begin *dis* and *spect* at the top, and *f* and *g* at the foot.

12. *Gr*, *sd*, *ss*, *st*, are the two single Chs. made half size, and joined together. *Sub* is twice and *super* half the height of *s*, and *super* stands so as to make the *first long Ch.* in the word cross the line.

13. At p. 7, the Chs. are not arranged, as in the next two pages, in alphabetical sequence; but those Double Characters which have a family likeness and represent the same letter or letters in combination with others, are grouped together in such a manner as may best show the relation between them. Thus, in devising a set of Chs. to stand for those frequent combinations containing *mp*, the idea was to let *mp* be a down-stroke like *t*, joined to the other Chs. in such a way as would prevent any possibility of mistaking *mp* for *t*. Hence a very short *a* joined to the down-stroke *mp*, a little from the top, stands for *amp*; a ring on the right like the loop of *e* in long-hand, makes it *emp*; a ring before it (that is the ring of *i* with *mp*) serves for initial *imp*; but when not initial, a whole *i* is required with *mp* crossing it close to the left of the ring. *O* is crossed by *mp* on the left

of the ring for *omp*; and *amp*, by adding the *u*-dot becomes *ump*. A small curve, like *c* drawn backwards, is used instead of *s* with the ringed *imp* for initial *simp*; and with a dot in the curve instead of the *i* ring, for initial *sump*, and without the dot and ring for initial [*smp*] *semp*: in the middle of words a short horizontal line is better in all cases than the curve in *sump*; as, in presumptive. If we crook the top of *mp*, like *c* it becomes [*mp*] *comp*, and the crook made into a hook changes it to [*mb*] and with the *u*-dot in the hook to *cumb*.

14. Some of the *mp* series, in the first line of Double Chs. p. 7, may by a slight alteration form a series of Chs. to represent *mb*. Thus in *amp*, *emp*, *ump*, *simp* or *symp*, instead of drawing the down-stroke perpendicularly, we may slope it, like *d*, to form the Syllabic Chs. *amb*, *emb*, *umb*, *simb* or *syimb*; *imb*, whether initial or final, requires a full length *i* with the sloping down-stroke crossing the *i* close to the left of the ring. This series is not given in the alphabet, and, as the number of words which would be shortened by adopting it is comparatively small, it is of no great benefit in Stenography, and may be employed or not according to fancy; but it is a more desirable contraction in Phonography, as the saving even of a moment of time is often of consequence to a Reporter who has to follow a speaker *verbatim*, and he will find it better to write one Syllabic Ch. than three single letters.

15. A small circle, cut into quarters by the Chs. *a* and *e* passing through the centre, makes of the upper quarters the double Chs. *rv* and *on*, and of the lower the terminations *tions* and *ing*.

16. The ingenious student may derive some assistance from the foregoing observations in remembering the forms of the different Chs., but perhaps after all, they may be most easily learnt by simply copying the exercises and referring to the alphabet. To join Chs. see p. 36.

SIGNS.

1. It is the practice in all systems of Short-hand, instead of writing the most common words at full length, to represent them by one or more of their leading letters. Such abbreviations are here called Signs. All the Chs. in the foregoing Tables are the Signs of the words set opposite to them. They there consist of only one Ch.; but it contributes greatly to promote expedition, to represent some other words by fewer Chs., than naturally belong to them; and we may even use a few Arbitraries with advantage, as a † for *the cross*, and a circle for *the world*. These, with words that seemed to require notice on account of some peculiarity in the union or position of their Chs., have all been collected into one list, in alphabetical order, and may for convenience be referred to, under the general name of Signs.

2. The most useful begin with Capitals, and some of them, printed entirely in capitals, are so essential that they are never to be written in full, but always represented by the Chs. in the List. The Stenographer will find that those without capitals are worth remembering; and the Reporter, that those in [] are also worthy of his attention: for, of course, the more signs the writer employs, the easier it will be for him to follow a speaker.

3. The same abbreviation (like Dr. for *doctor* and *debtor*,) may sometimes stand, in one position, for two different words, without any danger of our mistaking the one intended, especially when they are not the same parts of speech. When two Signs are given for the same word, the Stenographer can take his choice; the shortest is the best for the Reporter.

4. A short *s*, or any termination, may be joined to a Sign or taken from it, when the word differs, in this respect, from that in the List: and it matters not how much it may alter the spelling, it is sufficient to add the termination to the simple sign, if pronouncing the sign with the additional letters will give the word its proper sound; thus we add *s* to the Ch. for *country* to obtain the sound of *countries* or *country's*, and *ly* to *very* for *verily*.

5. A word included in () must be written in full, when it forms a part of another, as *come* in *comet*; but the Sign may be used with safety in its own compounds, as *income*, *welcome*. Some words, whose signs are often, but not always, used in longer words, are in this List in (), though they are not marked thus in the Alphabet; as *come*, *half*, &c.

6. To add *d* or *ed* to a Sign, if it is a ring-letter, we can make the ring a loop; if it is short, or shortened, or if any part of the first long Ch. in the word stands below the one or the 2-line, we have only to thicken the Ch.; but if it is a long up or down-stroke standing on the 1 or the 2-line, we join the Ch. for *d* to the Sign. We may move a word standing on the line so that its first long Ch. will cross the line, and then add *d* to the long down-strokes by thickening them. It is, however, better not to move it, but to write the *d*, if the same Ch. stands below either line for another word.

7. By putting a Ch. on the y-line, final *y* is added to it without writing the *y*; but we can set a Sign on the y-line even if *y* is not added, and it will cause no confusion unless a *y* after the sign would make a word. The Signs of most words ending in *h, e, r, d*, cross or stand below the 2-line.

8. A ¶ indicates that the Ch. opposite to it does not usually stand for that word, but will at times be found convenient to represent it in Phrase Writing. BW directs that the first Ch., — MW, that the middle Ch., — and EW or TW, that the end or termination — be made wide or thick.

AN

ALPHABETICAL LIST OF ALL THE SIGNS and ABBREVIATIONS, WITH A FEW ARBITRARIES.

If no figure or † is set after the word, its Sign (or first long up or down-stroke,) stands on the ruled line, 2: but whenever it is followed by 1 its Sign must stand on the y-line,

-	-	3	-	-	-	-	below	-	2	-
-	-	†	-	-	-	-	cross or hang on	-	2	-
-	-	†1	-	-	-	-	cross or hang on	-	y	-

Short marks on the lines which separate the columns give the position of line 2, the only one ever ruled. Chs. without those marks are on 2.

The y-line is never ruled, but is supposed to run along the tops of the long Chs. standing on the 2-line.

☞ Words marked †1 end in THER & require all their Chs. to be short &, if horizontal, below the y-line.

A	
ABLE S, [-d SW]	— T accept†, -ed† TW
ablest	— T Accompany 1
ABLY S	— T accomplished, -ed† TW
ABOUT	— → according
above	— ↗ According as
absurd, absent TS	— ↗ Accordingly
	— ↘ According to

In Accordance with	⤒	Ameri-ca 3G, -can 3G
Account 1	⤓	Among TS
Accounted 1	⤓	amongst
[accustom †, -ed † TW]	⤓ ⤑	amphitheatre †
Acknowledge	⤓ ⤑	ampli-fy 1, -tude †
acquaint, -ance †	⤓ .	AND, An, any 1
adopt †, [a'lpt †]	⤓ .	answer 3, -ed 3W
Advantage † BSW	⤓ ⤓	ancestor †
after S 1	- ⤓	angels †, angles †
afterwards BS	⤓ ⤔	angelic †
AGAIN	..	anniversary 1
AGAINST	⤓ ⤔	anonymous †
agriculture †	⤓ ⤔	ANOTHER'S TS 1
agriculturalists †	⤓ ⤔	apologies 1, -gize 1
All B 1, al B 1	⤓ ⤔ ⤕	architect †, -ure †
almighty 1	⤓ ⤔ ⤕	archbishop
alphabet 1	⤓ ⤔ ⤕	(ARE, OUR, or S)
alphabetical 1	⤓ ⤔ ⤕	aristocra-t, -tic, -cy 1, TS
also 1	⤓ ⤔ ⤕	aristocracies 1, arrests
Always 1 TS	⤓ ⤔ ⤕	([As S, Has S])

SIGNS

21

astonish †	✓	[British BW]
astronomy 1, -ical 1	✓	Brought
Atmospher-e †, -ic †	! (BUT)	
attorney-general 1	3	by and by 1
AUGHT, [apl]	—	C
auxiliary 1, axle-tree †	3	California †
B		
Babylon † TS	č	(CAN), [\P with no dot]
bankrupt 1, -cy 1	ø	CANNOT
baptise, baptism	č	candidate †, -dlestick 1
baptists	([cp, cpt, cap-it-al, -tain]
BE, BEEN, BY 1	č	catholic
Because 3, Begin †	č	Certain 1, -ty W 1
because, BECOME	č	Character †, chapter
believe, believed † TW	č	characteristic †
Between †, betwixt 1	č	CHILD, CHILDREN 1
beyond 1, behind	č	children of Israel 1
Bishop	×	Christ, Multiply S
Bless, Blessed † W	×	Christian, -ity 1
Brethren	×	Christians, christianize
	C	

Christ Jesus			conscientious 3 S
Christ Jesus our Lord			Conse-quence 1, -quent 1
Ch. J. our Saviour			consequential 1
Ch. the Lord, [crystal]			contemp-t, -late †
Christmas TS			contra, Counter †, [cntr] [contribute †]
Church 3, chapel 1			contradict EW, -ed EW
circle 3, circular 3			contradiction MW
Circum, [cnt S, -sent S]			contradictory 1 MW
Circum-cise 1, -stance			contradicts MW. TS
Circumcision 1			convenien-t, -ce †
Circumstantial			[correspond†]
Clergy 1, colonel			corresponden-t, -ce †, TS
(Come,) committee †			Could, cultivate †
Companion, Company 1			[could† W, couldn't SW]
CONCERN, Consider 3			Countr, Country 1
condition			Cross, the cross
[congratulate 3,-d 3TW]			crossed † EW
congregation 3			crucif-y 1, -ied 1 EW
congregationalists 3			crucifixion 1
conscience 3 S			[custom †]

SIGNS

23

3 S

1, -quent 1

1

ate †

ter †, [cntr]

W, -ed EW

MW

1 MW

MW. TS

-ce †

]

-t, -ce †, TS

tivate †

ouldn't SW]

try 1

oss

V

ed 1 EW

D

danger 3, [¶ Day], \$ UP

defendant TS

degree OP, degrees OP

deliver †, -ance S 3

deliberation †

description

denomination

despatch †, -ed † TW

Dim, [¶ had done †], G

differen-t, -ce, }

Difficult 1, -y 1}

discharge †, -ed † TW

Disciple TS

Disciples

displeasure †, displace

Distinguish †, -ed † TW

(Do, very 1)

(Does)

(DONE †, HAD)

E

each 3, [episcopal 3]

Each other's

[East Indies]

[eccentric] TS

ecclesiastic, -al

econo-mical, -my 1

[Edinburgh 3]

Education BW

Egypt

[electric]

[electricity 1]

empha-sis, -tic

empoverish †, -ed † W

Endeavor, (either † 1 S)

endureth

[England †,] angel †

English †

Englishman †

Enter†, Inter†, Intr†, B

SIGNS

equalled W, equal	=	extinguish †, -ed † TW
Especial 1, Esquire UEP)	Extr, EXTRA, [expl 1], JF
establish†, -ed † TW	/	Extraordinary
Et cætera, &c.	{	extra-vagant, -gance †
etern-al 1, -ity TS 1	Y	
Europe 3, -an 3	o	fn, fin, [fnd EW]
evangelical	~	[fndd E]
evangelist	~	For, fore E; also for FER, FIR, FUR, when the e, i, u, have the sound of short e, or short u.
Ever, Every 1	~	
Ever & ever	~	Flame†, influence 3 S
Ever-lasting, -ything 1	~	Flagrant TS
every other 1, each oth. 3	~	Follow, FOR
examination	§	[form†, former†]
Example 1, [expl 1]	§	forasmuch as † TS
Except 3, Expect	§	Fredericton †
[exchange, exchequer†]	?	frequen-t TS, -cy † TS
executort; exemplary 1	?	FROM, first †, friend †
executrix †	?	father S† 1. [After any Ch. thr is implied if the preceding Chs. be shortened & † 1]
Exercise†, -d † W	?	FULL or a dot in last ring
explanation 1	?	FULLY

G

Generation

j

gent S, gents 3 S

J

General 1, Give, -n, (God)

J

George †G, [grg † G.]

J

Gives, Gods

J

Glorify 1

A

good; govern †, -or †

J

Gospel

J

graphic T

J

GREAT, gratitude †

J

greater

J

Great Britain

J

G. B. & Ireland

J

H

(HAD, DONE †)

J

half 1, hundred UP

J

hallelujah 3

J

[hand, handed W]

J

handkerchief 1

J

Happiness, happy 1

(HAVE)

(HE, EVER, EVERY 1)

Heaven, Henry 1

heathen 1, hemisphere 8

(HER †, OUR, OR S)

Herself †

(HIS), [has S]

HIM, hippo, ¶ how, B

Himself, hymns TS

(holy, house of) JLFC

Holy Ghost

Holy Spirit †

house of assembly

house of commons

However, [¶ how he]

(honor 3 S, ¶-able, S)

hunger 3, hypocrisy 1

humble † TS

humiliation

I

if 1 S
 I, Individual I, Jesus 3
 ¶ I believe, -d † TW
 ignor-ant , -ance
 Immediate
 immortality TW
 imperfect 1
 impor-tant, -tance S 3
 Impossibility
 Impossible
 impracticable †
 impracticability †
 impro-per †, -priety 1 G
 improve TS, -d TS
 In B, ing AE, ong JP, S
 Indeed † TW
 influence S 3
 inhabitant
 intellectual

INTEREST

— Interest
 ↗ Inter† B, Intr† B
 ↗ Into, intoxicate †
 ↗ intoxication †
 ↗ irregular †
 ↗ irregularity †
 ↗ (Is, His)
 ↗ Israel
 ↗ (Ir), Church 3
 ↗ (Its), Churches 3, TS
 ↗ J
 ↗ Jehovah 3, justify 1
 ↗ Jerusalem
 ↗ Jesus 3
 ↗ Jesus Christ
 ↗ J. Christ our Lord
 ↗ J. C. our Saviour
 ↗ joyful
 ↗ judge
 ↗ justices TS 3

SIGNS

27

K

Kentucky 1, Kingdom 3

J

long, -itude

Kind, [kerchief 1]

J

longest

Knees TS

J

LORD

Knew

J

Lord Jesus †

knock

J

L. J. Christ
[loyalists] TS

Know, -n, Knowledge

J

M

L

Language †

J

magistrate †, -azine †

large †, ¶ learned

J

magna 1, magni 1

latitude, altitude 1, TSW

J

magnanimous 1

lawful

J

magnificent 1
Many 1, manufacture †

legislate †, legislature †

J

manuscripts TS

legislat-orst, -ures †

J

mathematic, -al

length, lengthen †

J

¶ may be

LET, Lieutenant

J

melancholy

¶ Let us

J

member †, [remember †]

¶ Let us not

J

merchant †

[Liverpool] TS

J

merchandise 1

Logical T, Logy T 1

J

My 1, Mercy 1, Them

SIGNS

might 1, mighty 1	○ - ↗	Newfoundland ↑
[mightest 1, mightiest 1]	○ - ↙	New Hampshire ↑
million UP or 3	○ - ↘	New Orleans ↑
Mississippi 1	↙ - ↗	New York ↑
[mistake†, mistaken†]	○ - ↙	North Carolina ↑
Moreover	↖ - ↗	(no ↑), number ↑, ¶know†
[mortal] BW	○ - ↙	¶no longer ↑
mortality BW	○ - ○	Nothing,
[(much ↑)]	○ - ↙	Notwithstanding
multi 1, Multitude 1	○ - ○	
Multitudes 1 TS	○ - ↙	O, (Oh!), origin 3, [orgn] 3
Multipl-y S, -ied EW	○ - ○	Ob B, Bility T, obey 1
(Must)	○ - ○	Object, observe ↑
N		
Nature, INTER †, Intro †	○ - ↗	objected, obeyed 1
Necessity 1	○ - ○	objectionable
Necessary 1	○ - ↙	ob-jections, -servations †
Nevertheless	○ - ↗	occasion
neigborhood TW	○ - ↙	occasional
New Brunswick †	○ - ↙	occasion-ally 1,-ing
	○ - ↙	occasions

o'clock	⌚	—	(Our, hour)
Of, offer 3, offered W 3	○	↗	(OURS, hours)
offence S †	⌞	,	(OUT S 3), [-ward S 3 W]
offensive †	⌞	⌞	Out of, out of the world G
office, ¶ of course 3	ꝝ	-	Over OP or OF, S
official	ꝝ	=	Over a
often, oftener 3	▬	↳	oysters TS
oftenest	▬		P
Ohio 3, ¶ own opinion	○	⤒	pamphlet
On B, honor 3, ¶ on the 1	~	⤒	paragraph †
(one †!)	⌞	⤒	Particular †, People
Only 1 S, ly TUP	~	⤒	peculiar †, pecuniary 1
Op B,-en, Opportunity 1	ꝝ	⤒	Perfect 1, [person 1]
opinion, (organ 3, own)	⤒	⤒	[Prp], perpendicular †
or S 2 or 3 , Our	⤒	⤒	Philadelphia†
Ord B, order B, -ed EW	↗	⤒	[philanthrop-ic 1 -y 1]
ostentatious	⤒	⤒	Philoso-phер, -phy 1
(other 1,) otherwise 1.	⤒	⤒	phonogra-phер 3, -phy 3
(OUGHT)	⤒	⤒	Physicians
¶ ought to	⤒	⤒	[place, pleasure 3], S

Pleasure †	ꝝ	providen-ce †, -tial †, TW
[Plenipotentiaries 1 TS]	ꝝ	Public, publican †
[politic] 1	ꝝ	publication
[politician]	ꝝ	
popularity 1	ꝝ	Qu
Possible	ꝝ	Qua-lify 1,-rter 3, Quest
Possibly	ꝝ	Qualification 1
powerful	ꝝ	Qualifications 1
Possibility	ꝝ	quantity 1
practicable †	ꝝ	R
practicability	ꝝ	Receive
practical	ꝝ	recognis-e, [-ance †]
practice	ꝝ	Reconcile, reckon 1
presbyterian	ꝝ	Reconsider 3, -ed 3 EW
present, People	ꝝ	recon-ciliat'n, -siderat'n 3
Principal †, principle †	ꝝ	redemption
probability TG	ꝝ	Regard 1
[progress]	ꝝ	regenerate †
Prophe-t, -sy 1, -cy 1	ꝝ	regeneration †
[protestants] BW	ꝝ	resolve †, response †
	ꝝ	resolution †

responsibility †	3	/	selfishly
reverend	~	/	serve TS, Servant TS
Righteous, judicious †	~	~	Several
Righteousness	-	/	SHALL, SHOULD † W
round about	~	/	shoulder †, [shl]
S			
sacraments	~	/	significan-t, -ce TS 3
sacrifice†, scribe, sec'y 1	~	/	simplify 1
SAID SW, [¶ said]	-	/	[so 1, some 1], super † S
satisfactory, satisfy	/	/	society 1 TS
same	~	/	somebody 1
¶ Saint John	~	/	something 1
¶ Saint Paul	~	/	sometimes 1
Saviour, Sovereign 1	~	/	somewhat 1
S. Christ	~	/	spec, spect, [spc, spct]
S. J. Christ	~	/	spirit †
schoolmaster †	~	/	Sub-ject, -scribe †
[scrip, script]	~	/	sub-jection, -scription †
Scriptural	~	/	Substance †
Scripture, says S	~	/	substantial
	~	/	substantially †

SIGNS

suggest, signify 1	✓	Thus, this <i>with no dot</i>	Univ
surprise† S, -d† STW	↗	Things, ings T	unmi
sympa-thy 1, -thetic 1	⌚	thro', thro' the world G	(UNI
symptom	⌚	Throughout S	(UPC
T			
tabernacle †	L	To S, [T to do SW, at]	Valle
Temp-t, -oral, -orary 1	b	to-day BS	valu
Temptations	b	Together	veng
temper†, -ance S 3	b	tongue, tively UP	(Ver
temperance society 1	↖	Toward EW	Virg
thank†, think†	l	transgress 1	
thanksgiving †	↖	trespass †	
THAT, Thousand †	l		(WA
THE, THEE, THY 1	l	unanimous †	Was
Their, There	✓	Under UF	Wat
Them	♂	underst-and,-ood W, 3	¶W
Therefore	✓	undoubted TW	Wn
THEY	l	¶ U. S. of America †	wh
these TS, thinks † TS	↳	Universal	Wh
Those	↳	universally	Wh

University	Y	6	which will 1, who will
unmistakable †	X	6	Wilderness
(UNTO), universe	U	5	Willingness
(UPON)	U	1	[without 3 S]
(Us †), [use †]	1	0	WORLD, The world
	V	0	in the world
Valley 1, voluntary S 1	6	0	into the world
value, volunteer †	6	0	Out of the world
vengeance †	5	0	round the world
(Very 1), virgin †	1	0	throughout the world
Virginia †	1	2	Would, or W † with no dot
	W		
(WAS), whose †	U	1	Yesterday
Washington †	U	1	Yesterday's, Yours †
Ward, or W with no dot	!	9	You,-r †, -ng 1, year †
¶West Indies	C	0	[¶you S, ¶your S]
WITH, What 1, whom †	1	9	Yourself †
whomsoever †, Why 1	1	9	Yourselves †
Wherefore	U		Z
WHICH 1, WILL	6	5	Zeal, [Xenophon †]

STENOGRAPHY.

NOTES ON THE SIGNS.

The learner will often be spared the trouble of searching the rules, if he will make himself acquainted with the capitals, figures, and marks, which are added to the tabular words to show at sight the proper use and position of the Chs. representing them. The following examples will serve to exhibit and illustrate the directions that are thus briefly given.

"ABLE S, [-d SW]," p. 19. *Able* is printed in capitals, to show that it is a word of primary importance: the *S* signifies that the Ch. is short: as there is no figure or † with it, we must put it on the 2-line: and as it is not shut up in (), the Ch. is free to stand for *able* in any word. The -d SW, show that *d* is added to *able* if we make the Ch. *short and wide*; and the [brackets] imply that *abled* is so represented only in Phonography. The best way to write *a-bled* in Stenography is to join *d* to *able* at the left end of the Ch., as in p. 10, no. 4. This Ch. is in reality the Phonographic *bl*, and therefore the next letter (unless an *s*) is joined to it not as it would be to *a*, from which it differs by being short or only half the length.

"In Accordance with." As only the first letters of this phrase, in page 20, are capitals, its sign (In-a-w) is one which is of secondary importance, and, though very useful, of less consequence than those for the words printed entirely with upper-case type. The last letter stands on the line, because it is the first long Ch.

In engraving *ag-lsts* for "agriculturalists," p. 20, the *g* has been made too short; it should be long enough to let the *a* down as low as the *l*. It is easy to infer from this that we can write *agl* across the line for *agricultural*, if we wish to put a sign instead of the whole word.

"Ameri-ca 3 G-can 3 G." If words are given which, like these, properly begin with caps., it is not to be inferred from the large initials, that they occur more frequently than those which in the list begin with small letters. If the

writer would select the most labor-saving abbreviations, let him first learn the signs for the words which are altogether in caps.; then for those beginning with a large letter, and omit those in [], which are of little use except in the hurry of Reporting. The sign for "America" is A-a, under the line; and it is shown to be there, by the 3, and also by a tick on the side of the dividing column. The G requires the Ch. to be *greater*, that is longer than a single *a*. No obscurity can arise from making use of precisely the same sign for "American," as it would not be easy to find a sentence in which one word could be mistaken for the other.

"([As S, Has S])." This sign, p. 20, is a short *s* on the line, but the [] show that its use is not recommended in Stenography; and the (), that we must write the *a* and *ha* with the *s* for *as* and *has*, when other letters are added; as in *ask, hast*.

"Bishop," p. 21, is represented by *bp* crossing the line; and "baptise, baptism," by *bp* with the last letter on the line. Take care to make *bp* twice as long as *p*.

"In B, ing AE, ong JP,S." This, at p. 26, signifies that the Ch. is put for *in* only in the beginning of a word; for *ing* at the end, on the right side; for *ong* it must be joined to the preceding Ch., and, as there is a comma before the *s*, the Ch. is in all cases short.

At p. 24, we have "father S†1." This means, make the Ch. short and let it cross the y-line. The sign, a short *f*, falls under an abbreviating rule in Phonography, given at p. 11, no. 45, thus; "[thr DT,S†1]," which means Drop the termination *ther*, it being implied when we shorten all the other letters and write them across the y-line.

We might banish from the list a host of signs, which have all the Chs. they require to express the words according to the rules of Phonography; but they are retained as being sometimes convenient abbreviations in writing Stenography. Of this class are "absent, acquaint, angels, angelic, believe, but, condition, contempt, contradict-ion

STENOGRAPHY.

-ory, description, denomination, did, disciple, education, English, judge, knock, long, loyalists, public," &c., which are all convenient for an experienced writer; but a learner is advised to use only the principal signs.

THE ARBITRARIES, are few and not absolutely necessary, but most of them soon find favor as the shortest signs for particular words. They consist of Chs. joined together in an unusual manner, and occasionally of a common letter or fanciful mark. Among these are *a* and short *t* for *About*; .. for *again*; ' for *if*; o of'; O the world &c.

PUNCTUATION.

The usual stops are employed, excepting only the period or full stop which is made thus +. The best position for the comma is just under the line and not too near the word before it.

In Reporting leave spaces, and insert the stops afterwards at your leisure.

NUMBERS.

Our common Arabic Figures are themselves shorthand numerals, and for most purposes sufficiently expeditious; but shorter Chs. are given at the foot of p. 7, which are better adapted to Reporting.

A third, fourth, fifth, &c. can be expressed by writing 3, 4, 5, &c. across the line.

RULES FOR WRITING STENOGRAPHY.

1. Many systems recommend writing only such letters as will give the sound of words; but the habit has an inevitable tendency to lead the mind, at length, to doubt how to spell correctly, and for this reason we have preferred deviating but little from the established orthography.

tion,
which
arner

cessa-
signs
ether
letter
, t for

the pe-
sition
r the

after-

short-
xpedi-
which

riting

letters
an ine-
t how
ferred

NOTE. The learner is reminded, that he should give his attention chiefly to the Exercises; as the writing of them will teach him the substance of the directions here given, more quickly and pleasantly than if he were to commit to memory these dry and formal Rules. Tabular words in [] are not used in Stenography.

2. In common-hand we often employ signs and contractions, and find that they can be read with as great facility as if the words were written in full; as *Mr. & Mrs.* for *Mister and Mistress*; *A. D.*, *anno domini*; *rec'd*, *received*; *sh'd*, *should*; *w'd*, *would*; *tho'*, *though*: these and such will naturally be represented by the same letters in short-hand, when no easier method is provided in the system.

3. As the object is to combine legibility with brevity, we can let the Chs. *a, b, c, d, f, g, i, l, m, n, o, p, s, t, v, x,* stand also for *ay, be, ce, de, ef, ye, igh, el, em, en, ough, pe, es, te, ve, ex*; but the vowel must not be omitted in Stenography when its absence would leave any doubt as to the word intended. Thus, while we may write *da, ma, sa, b, si,* for *day, may, say, be, sigh*, and even *mn* for *men*, we must add *e* to *b* in *beat*, and prefix *e* to *n* in *mien*.

4. Final *y* is implied without writing it, by putting the word on the *y*-line, which is so called because final *y* is added in reading the Chs. upon it. Thus *b, m, th, fl, an, ever*, when put on the *y*-line are read *by, my, thy, fly, any, every*. This line, which is confined in Stenography to words with one Ch., is used in Reporting whenever we can thereby shorten a word; and supplies (what is wanting in the Reporting style of some systems,) the means of always knowing with certainty when *y* is to be added to the written characters.

Though the words ending in *ay* drop the *y*, they stand on the main line, because the *y* is silent; but when the *y* is sounded it must be written or distinctly implied.

5. A silent vowel, or one with so slight a stress of voice upon it that it has an obscure sound like short *e*, may be

dropped whenever the word can be read easily and correctly without it. Thus we may drop the vowels printed in Roman letters in *loaned*, *local*, *basin*, *cousin*, *reason*, *random goeth*; but not in *sine* and *coat*, because they would be quite different words if the *e* and *a* were not inserted.

The omissions suggested by this and the preceding rules are allowable, though not indispensable in Stenography.

6. Each of the Chs. in the alphabet, except *angl* or *engl*, *enter* or *inter*, and *super*, naturally, when it is alone, stands with its lowest part resting upon the line; but, as a sign for a particular word, the Ch. is at times displaced; as *d* across the line for *done*; *v* on the *y*-line for *very*. When used as letters, *e*, *i*, *o*, *u*, turn both ways, but when used as signs they turn only one way; thus *I* must always turn down for the pronoun *I*, and up for *interest*.

7. The Single Chs. are all drawn down or from left to right; except *f*, *g*, *n*, *r*, *y*, which go up, and *s* which goes both ways. The Double and Syllabic Chs. are drawn down, or from left to right; unless their first consonant is *f*, *g*, *n*, or *r*, which go up with the exception of the down-strokes *fr*, *rest*, *en* or *in*, *on*. Those beginning with *s* follow the next rule for joining *s*; except that *sh*, *simp*, *sump*, and *spec* are always begun at the top.

8. The compactness and *lineality* of the writing will, in general, be best preserved, if you draw *s*, *sub*, and *super*, up or down, so as to make the least angle with the Ch. after them; but they must go down both before and after *r*; and, when they are final, they are best drawn up after *w* and *i*.

9. When *e*, *i*, *o*, *u*, begin words, their ends turn down if the next consonant goes up, and up if it goes down: it is however neater to let the end of *e* point up, when the word begins with *eg*, or *ey*; and down, in *eb*, *ep*, or *ev*.

10. The ends of *e*, *o*, *u*, are always turned down, so as

to point toward the bottom of the paper, after *f*, the crook *ch*, *fl*, *gr*, *r*, and all down-strokes except the ringed *ch*, *th*, *v*, *w*, and *wh*.

11. The ascending and descending Chs., that have not S or G after them in the tables to show that they are *shorter* or *greater*, are all of one height; but when they are joined together, if one ascends and the other descends, or *vice versa*, they blend, and the second must not be made so long as to extend higher or lower than the first; because the whole ascending or descending line (part of which is common to both Chs.) makes up the length of the second.

This rule holds good with respect to consonants notwithstanding intervening vowels; thus in *read* the *d* ends when it comes to the line on which the *r* begins.

12. *F*, is an up-stroke, and the following Ch. is joined to the *upper* side of the little circle. The ringed *dis* is a down-stroke, and the next Ch. is joined to its foot. It cannot stand alone, since it would look like *f*; but is a convenient initial before ascending and horizontal Chs., while the double stroke *dis* is, in general, neater before down-strokes and used with them in all positions.

13. When a letter meets another of the same name, if it is a Single Ch. with a ring, enlarge only the ring, like *mm* in p. 9; if it is *a*, *d*, *t*, or a curve which is not a ring-letter, draw the straight line or curve twice as long as usual, except for *rr*, which in Stenography is very slightly lengthened, but in Phonography is made as long as the rest. Join *ss* at top or bottom, as in p. 9. In the Double and Syllabic Chs. final rings only can be enlarged: thus we may enlarge the ring of *cl* for *clcl*; of *n* in *inter*, for *intern*; and of *pl* for *ppl*. We lengthen very slightly the crook *c* of *comp*, for *ccomp*, as in *accompany*, p. 19; and the hook of *fr* for *ffr*. We double the size of the ring of *f* in *for* and *ful*, to make *forf* and *fulf*; as in *forfeit* and *fulfil*.

14. The crook *h*; the ring-Chs. *he*, *ch*, and *dis*; the short *en* or *in*, *on*, and *un*; the double-length *angl* or *engl*, *enter* or *inter*, and [*utr*]; *imp*, *kn*, *oh*, *op*, and the down-stroke *rest* have B after them to signify that they are used only to begin words or as initials; and it is as improper to put an initial in the after-part of a word, as to insert a capital there in common writing. The straight *l*, the crook *ch*, [*ct*], [*dct*], and most of the Terminations, p. 10, have M, E, after them, to signify that they are to be used in the middle and end of words, and not in the beginning.

15. The crook *ch*, not being an initial, does not stand alone for *ch*, and therefore makes a convenient sign below the line for *church*, and an Arbitrary on the line for the pronoun *it*. And here we may notice that *he*, *the*, and *they*, being among the most common words, are not written in full, but we put *e* for the pronoun *he*, *th* for *the*, and *the* for *they*; that is, they are what we call Signs.

16. *For* is always represented by *f*; and this use of *f* as a syllabic Ch., is found, after a little practice, to contribute to ease in reading as well as in writing. It may also stand for *fer*, when *fer* sounds like *fir* or *fur*.

17. In the Alphabet and Signs, one Ch. often stands in different positions for several of those simple words which are in most common use; and the same Ch. may represent them in compound words written in the same positions; only we cannot thus use it in compound and longer words, when the simple words are included (like a parenthesis) in curved lines. Thus *a* stands for (*have*), and *f* for *for*, yet we cannot write *ba* for *behave*, because the *have* is shut up; but we can write *ft* for *fort*, because *for* is free.

18. The crook *ord* \nwarrow is the sign *or* prefixed to *d*; and (like *emb* \nwarrow p. 16, no. 14) may be used as a syllabic *initial* if preferred to three single letters.

NOTE. It is a common complaint with those familiar with Pitman's Phonography, that it is hard to identify his characters if hastily written; and that time is lost in giving them their proper thickness.

To understand the force of these objections, let any one make 100 dots, or draw from left to right, as fast as he can, 100 of the simplest horizontal marks, paying no regard to their size; then make 100 similar dots or marks, but every alternate dot or stroke thick, and he will find that there is a sensible loss of time in thickening them, and that he cannot always know the light from the heavy strokes. Hence the trouble with Pitman's characters; each, when thick, being a different letter from a thin dot or mark in other respects precisely like it.

19. In this Stenography, the Chs. do not change their names according as they are thick or thin; yet it is easier and better to preserve a uniform thickness in all but *ted*, which is a short and thick *t*, and in two or three terminations and some signs marked *W*, which also, if we use them, require us to thicken their down-strokes.

20. POSITION. The *first long Ch.*, when there is one, rests its foot where we wish the word to stand. If the word is to be written on the line, the horizontals, shorts, and double-lengths must be so joined as to let the *first long character* stand on the line: and when we find 1, 2, 3, or † after any termination, or short Ch., the meaning is that the *first long Ch.* (in the word to which the termination or short Ch. belongs) stands in the position indicated. The first long Ch. of no word, unless it is one of the Signs or ends in *y*, can stand higher than on the 2-line. When the Chs. are all Shorts or Horizontals, the lowest of the first two down strokes rests its foot where a long Ch. would stand.

21. It will occasionally be found plainer to separate a sign from the rest of the word, especially one that has *with* at the beginning or *of* at the end; as, *< without*, *U° thereof*.

22. Unless we have some reason for making a large ring,

It should always be small as will be distinct; for, when it begins a word, the increasing of the size of the *ring* prefixes *un* to the Ch.; as, *im*^{portant}, *un*^{important}; and enlarging the *final* ring of a ring-Ch., usually doubles that character. Thus *cl*, with a big ring, becomes *ccl* in *calculate*; but the engraver has made the ring of *ccl* needlessly large in the sign, p. 21, as also in *fully*, p. 10, no. 18. He has divided the ring of *fully*, much more neatly at the end of p. 24.

23. Sometimes, by attaching *sub*, we can intimate, without writing, that certain words, of relative or opposite meanings are read after the one we have just finished; as *male sub*, for *male and female*; *brother sub*, *brother and sister*; *hither sub*, *hither and thither*; *above sub*, *above and below*; *men sub sub*, *men women and children*: so, *land and water*; *pen and ink*; *kingdom of heaven*; *G. B. & Ireland*, p. 25; &c.

24. PREFIXES. We may in the beginning of words write;
 [*b*f for *benef*] *m* for *magni** *t* for *trans**
c ,*circum* *ml* ,*multi** *x* ,*ex*
h ,*ypo* *o* ,*omni* [*x* ,*expl*]*

* These always stand *above* the line.

For *circum*, *c* must be repeated as in *circumcision*, p. 20; but usually when we double *c* we enlarge the half circle a little; as in *account*, p. 20.

25. INITIAL *UN*. If we do not wish to write *un* in full, it may be expressed by a short *N*, when the next Ch. begins with a straight horizontal line, or down-stroke; and the *N* may be shortened till nothing of it remains but the ring, before *b*, *ob*, *op*, *fr*, a crook or a hook *c*, a horizontal curve, or an up-stroke.

When the next Ch. begins with a ring, we have only to double the size of that ring; but when we have to make one, it must generally be on the same side of the next Ch. as if it had been a long *n*.

The ring *un* can, like *super*, even go before the *double-length initials*; but for *when* a long *n* is best, with the ring *un* on the left side of the lower end.

To write *un* before the ringed *dis*, merely change the ring of *dis* to the left side.

CHARACTERS SHORTENED AND BLENDED.

When Chs. are joined together, we shorten the writing very much, in ways easily remembered, and without at all interfering with its legibility.

1. *S* is short at the beginning and end of words, and before *d*, *s*, *t*, which it shortens; but it is long before *shorts* and after *r*, as also when it is drawn up after *v*, *w*, or *th*.

2. Both Chs., in *sd*, *ss*, *st*, are short before short *s* and all *longs*; but if they stand before another *short*, we make them both long in the middle, and the second letter *d*, *s*, or *t*, long in the beginning of a word.

3. *B* is a mere crook before *T*: so *C*, before *d*, *dl*, *v*, *vl*, *m*, or *ml*; but *B* cannot be shortened after *R* before *T*, nor *C* after *N* before *d*, *dl*, &c.

4. The crook of *h* serves for *h* after *t* or *mp*, in *th*, *emph*, &c.

5. To add *l* to *c*, *ch*, *d*, *v*, *w*, and *counter*, we omit the stem, and join only the ring of *l* to the right.

6. In the same manner the ring of *m* is sufficient, at the end of a word, on the right of *l*, *p*, *cl*, *vl*, or *sh*.

7. Two Chs. running in the same direction, often blend or coalesce without confusion, especially if the first begins and the next ends with a hook, crook, or ring; as *ce*, *co*, *cu*, *re*, *ro*, *ru*, *ve*, *vo*, *we*, *wo*, *ye*, *yo*, *ek*, *ke*, *ok*, *ook*, *ou*, *quo*, *tho*, *hi*, *he-i*, *amp-l*, *comp-l*, *emp-l*, *imp-l*, &c. See Exercises.

N. B. Avoid making an angle in joining *rf*, *rg*, *rn*, *ry*, *flg*, *gy*, *gry*. Join short *d* or *t* to the foot of *s* after *r*.

THE TERMINATION TION on SHUN-dot.

1. The dot which, at page 11, is put after the preceding Ch. (close to the end of it on the right side) for *tion*, and under the end of it for *ution*, can be used also for *sion*, *usian*, and every other termination that sounds like *shun* or *ushun*.
 2. If the writer wishes to carry this method of abbreviation still further, he may make the dot represent *nction* (*nshun*) by putting it over the end of the preceding Ch. If it is an up-stroke or horizontal line, and on the right side of it, close to the top, if it is a down-stroke.
 3. Again, the dot may represent *emtion*, or *emption*, by putting it at the centre after a down-stroke, and at or below the centre after an up-stroke. If the Ch. next before *m* or *n* would with a dot over it look like *x* or *v*, write the *m* or *n* instead of changing the position of the dot.
 4. For *tion* before a consonant, set the dot before it, at the foot before a down-stroke, and at the centre before an up-stroke or a modified character.
 5. For *tions* treat the curve in the same way as the dot, reading, in the above rules, *curve* for *dot* and *tions* for *tion*.
 6. The Stenographer may be content with the contractions given above; but the Reporter will omit all the vowels among the letters preceding *shun*, and add to the last character in the word a **DOT** for *tion* (a large dot *d tion*)
t tion, *ut ion* (large *u d tion*)
m tion, *mp tion*, *m n tion*,
n tion (large dot *n d tion*)
on the right at the end:
under the end:
centre of P. on right, or
over centre of hor. line:
over E. of up or hor. line,
or R. of d-stroke, at top.
 7. When there is no N before *d tion*, it is better, if we can, to express the *d* by making the ring of the preceding Ch. a loop or thickening the stroke instead of the dot. P. 11, Terminations 53, 54.

NOTE. The learner will find numerous examples of the foregoing Rules in the Exercises.

NOTES ON THE TERMINATIONS.

A Termination is one or more letters at the end of a word.

We have seen that a final *y* can be expressed without writing it, when there is but one Ch. besides, by putting that Ch. on the *y*-line; and that the *y* in *ay* can be dropped, without any change in the position of the *a*, because the *y* is silent, and *ay* has merely the sound of *a*.

The liberty of omitting silent letters should be very sparingly exercised in Stenography; for we find, as is the case with final *e*, that the silent vowel is often required to enable us to give the word its proper sound, or to prevent us from getting into a habit of misspelling in common writing. On this account it is recommended not to omit the silent vowel in *season*, *sea*, *tea*, &c. though the sound of the words would be the same without the *a*. The obscure *o* in *season* could be dropped instead of the *a*, with much less danger of forgetting the correct spelling of the word.

E in the middle and end is better to be only about half as large as it is in the beginning of words; but when it stands alone, or is an initial, it should be about the size it is in the alphabet. For *s* see R. 1, p. 43.

The Terminations in the list or table, at page 10, all consist of two or more letters, which occur with such frequency, in the same order, that it becomes an object to represent these endings more briefly than by writing a separate Ch. for every letter. *Tion* is an ending of this sort, and in such frequent use that we have represented it by the simplest possible mark — a dot, and have occupied the whole of the preceding page in explaining it by itself.

Many of the terminations are not represented by new Chs., but the alphabetic letter which is most prominent in the termination is merely modified, that is, it is altered in shape, so that it can still be easily identified and remembered; as *b* in *bility*; and *l* in *lty* and *lest*.

STENOGRAPHY.

Most of the terminations can be used for the same letters coming together in the middle as well as the end of words, and those which can be so used have M, E, after them, for *middle* and *end*.

[There is no reason why the crook *ch*, and the Phonographic *ct*, *ctd*, should not have been put in the table of terminations, except that the page was full, and it was thought best to show the middle and final *ch* directly after the initial; and to put the short middle and final *ct* or *ctd* close to the wide *dct*, *dctd*. It will be seen that *dct* is not marked M, E, in page 8, and can therefore be used in the beginning, middle, and end of words, but as the brackets show, only in Phonography.]

Unless there are explanatory capitals to direct otherwise, the termination is to be *joined* to the preceding letter in the easiest and most natural manner.

When the eye runs over the Chs. representing the terminations, it is seen that several are alike in shape; as nos. 1, 9, 25; 2, 26; 8, 22, 27; 8, 37, 47; and 9, 36, 48, 49; but the explanatory capitals, at the ends of the lines, show that each stands in a different position, or is attached to the preceding Ch. in a different manner from those resembling it, and thus becomes perfectly distinct from every other.

NOTE. It is usual with short-hand authors to make the alphabetic letters serve for prefixes and affixes; as *c* for *con* or *com*; *n* for *en* or *in*, *entc.* or *inter*; *m* for *ment* or *ments*; *s* for *self*; *sh* for *ship*; *s* for *super*; and to depend upon the context to find out the signification: but it will be noticed that, without any sacrifice of brevity, we have provided for these very common syllables, sometimes by modifying the alphabetic Chs., and sometimes by introducing new ones; so that the words all speak for themselves, and do not depend upon others to enable us to distinguish them. [In reporting, these new and the modified Chs. add greatly to the perspicuity of contractions.]

Next to *tion*, the most useful terminations are *able*, *ing*, *ly*, *ous*, *ness*, with their adjuncts: the rest, though of minor

importance, soon recommend themselves to the writer, when he finds them shorter, neater, and more convenient than single letters.

We will follow the terminations as numbered in the table, and give a hint or caution as often as it may seem likely to be of any advantage to a beginner.

No. 1. *Able, ble*, are represented by the short *bl*; which is like *a*, but is only half as long. It is not used as an initial in Stenography, and, when used as a medial Ch., requires the next to be joined to the left end of it, to aid us in distinguishing it easily from *a : s*, however, is more conveniently joined to the right end of it.

NOTE. *A*, when an initial, is made long or short at the option of the writer, but in the middle and end of a word and before final *s*, it is always long to prevent its being mistaken for the short *bl*.

1, 2, 3, 4, 5, 6, being terminating Chs. that have no direction to the contrary, are joined, like other letters, to the right side of the preceding Ch.

3. *Ably, bly*. This termination is the short *bl* with a quarter-ring like a comma under it.

6. *Aught, aughter*. This termination is represented by the first letter and half of the next : the half *u* is thicker in *aughtered*, which occurs only in one word, *slaughtered*.

7, 8, 9. These marks are joined to the centre of the preceding Ch., and to the left side of it if an up or down-stroke, or to the upper side of it if the preceding Ch. is horizontal.

14, 15, 16. These are composed of *f* with *l*, *c*, and *t* joined, contrary to custom, to the left and under part of its ring ; and whenever the next Ch. is connected with *f* in this manner, the sound *shen* or *shun* is implied between the two Chs. [Thus if we join *able* or *d* to the under part of the ring of *f*, we have *fashionable* or *fashioned*.]

18. The *f* must be written, and its ring divided for

STENOGRAPHY.

fully, unless a ring-letter like *n* or *l* goes before it, when we can dispense with the *f* and divide the ring of the preceding letter. For *ful* we can put a dot in the ring of *f* or *c* of the preceding letter; or we can set the dot at the left side, even with the top of *f* or any other long up-stroke.

19. *Gence* is a half-ring drawn up, and *gent* a quarter-ring, that is a short *g*. [It is not necessary to change the position of the word in Stenography, but when the word ends in *gence*, it falls under a general rule in Phonography, and the first long Ch. is written across the line.]

21. When *ography* is joined to *g* in *geography*, the two *g*'s do not blend, as *g*'s commonly do, but make two curves.

22. This Ch. is a quarter-ring, and is used as an initial for *in*, and in the end of words for *ing* when put after the preceding Ch. and close to the end of it. By joining it to the last Ch. it may stand for *ong*; as in *among*, and when joined to a ring, by completing the half-circle, *st* is added; as *amongst*, p. 20. [In Phonography it is used as a medial and final Ch. for *ng*.] By the same changes in its position and thickening it, we may imply that *m*, *n*, and *d* are prefixed to *ing* just as they are to *shun*, p. 44. These changes and contractions are convenient for Reporters, but *ning* only should be attempted by inexperienced writers.

25, 26. These marks are joined to the centre of the preceding Ch., on the right side; as the caps. JCPR show.

27. This quarter-ring for *ly*, with a short *s* for *ly*'s, is used only at the end of words, and stands under the end of the preceding character.

28. This Ch. for *ly* or *lity*, is *l* modified by moving the ring to the left, on the line, so as not to touch the down-stroke. If we thicken the down-stroke it stands for *lidity*; and the same Ch. with *s* is used for the plural *lities*.

In like manner *ty* or *ity*, and *idity* can also be added to *m*, *n*, and *p*, if we modify them, the same as *l*, by moving their rings to the left, for *ty* or *ity*, and thickening the down-stroke for *idity*, as in *pidity*, no. 38.

The *ty*, in the modified *l*, *m*, *n*, *p*, may be changed to *try*, by lengthening the curve (as if a short *r* were inserted) before the ring; which will have the effect of placing the ring opposite to the centre instead of the end of the letter. See *ltry*, near the foot of p. 7.

30. This piece of *m* is set UEP (i. e. under the end of preceding Ch.) for final *ment*, and OP (over it) for *ments*. *Ment*, but not *ments*, can be used as a medial Ch. and is set like *tion*, in Rule 4, p. 44.

31. The end of *ness* points up, and the end of *ch* points down. It is joined like *ch*, and we add a short *s*, drawn down, to make *nesses*, just as we add a short *s*, drawn up after *ch* for *ches*.

32. [These Terminations are not written in Ph., but implied by putting the preceding Chs., or first long Ch. in the word, under the line.]

33. This is *o* and *k* blended, and may stand for *ock*: in *ook* the ring of the *o* must be enlarged.

34, 35. The ends of these hooks should be long, and point to the left. See *ous*, p. 7.

36. This short *t* for *out*, can only begin and end words in which *out* makes a whole syllable. It is joined to the beginning, but disjoined at the end, and stands close under the line.

37. [For *pl*, in Ph. we use one of these quarter-rings, taking to begin a word whichever, when drawn up, will make an angle where it joins the next Ch.. As an initial it is commonly drawn from right to left, and from left to right when it is a medial or final Ch., but when *c* or final *s* follows the initial *pl*, it is begun at its left end. It is this

STENOGRAPHY.

pl which ends the sign Disciple, p. 23, and Liverpool, p. 27.]

The short *pl* does not unite readily with all the vowels, and for this reason is rarely employed in Stenography; the writer may, however, if he thinks proper, use it with short *s* for the termination *ples*.

41, 42, 43. Each of these is merely a long *s*, with a dot over it for *self*, and on its left for *selves*. This *s* may also be used as a prefix for *satis*, being drawn up to *f*, without changing the position of the *f*; as in *satisfy*, p. 31.

44. This *p* for *ship*, is joined to the centre of the preceding up or down-stroke, on the right, and its lower end rests on the same line as the Ch. to which it is joined.

45. See ninth line from foot of p. 35.

46, 47. See page 44.

48. A disjoined short *t* is put under the end of the preceding Ch. for *tive*, and a long *t* for *tivity*.

49. The short *t* for *truct* always in Stenography follows a long *s*, and makes the syllabic Ch. *struc* or *struct*; we thicken the *t* in *structed*, as is done for *ted* in the alphabet. It may be noticed that at p. 9, the termination *tude* stands opposite to *ted*, to show that the same *td* is the best contraction we can make for *tude*, when we do not choose to write it in full.

50, 51. The *w* and *s* should be the same length for *wards*; the *w* should have a dot under it, or be thickened.

52. We can add *st* to a ring-letter by changing the ring to a small hook; [and in Pho. we can change the *st* to *str*, by making the hook large and turning the end of it like an *r*, so as to make it almost a large ring; as *lstr*, p. 9, or *ostr*, in the sign Oysters, p. 25.] See *lst*s, p. 7.

53. In the middle of words rings and loops are all the same, and we make whichever happens to join most easily, but if we change an initial or final ring to a loop we

add *d* to the Ch.. This contraction, though useful in Pho. is not so plain as writing *d*; but may safely be used in Ste. for *ed*, when the context of itself would lead us to add the *ed*, even if we did not see it written; as, He has turned.

54, 55, 56. [These, excepting *cent* and *gent* before given, are used only in Phonography.]

MISCELLANEOUS REMARKS.

1. We have said, p. 39, that the ringed *dis* is a convenient initial before ascending and horizontal Chs. but not before down-strokes; it is, however, so easy to join it to *b* and *p* that we may use it with them; in which case it is best to shorten it, so that the *b* or *p* may stand on the line according to R. 20, p. 41.

2. The smaller the rings and ends of the crooks the more neatly and speedily the Chs. can be formed. When *c* follows *n*, the *n* should be inclined a good deal, or its ring will be out of proportion. The fault of beginners generally is that they do not slope the inclined Chs. enough, and incline those that ought to stand upright.

3. For *over* or *under*, we draw a short horizontal mark over or under the next Ch. in the same or following word. Thus, for *overlay* we put the mark over the *l*, and for *under a* we draw it under the left end of the *a*. See *over a*, p. 29; *moreover*, p. 23.

4. As we can at any time, when occasion requires, show the exact orthography by using single Chs., we have not thought it necessary, in the syllabic Chs., to distinguish *angle* from *en gle*, *des* from *di s*, *ded* from *di d*, *en* from *in*, *enter* from *inter*, *simp* from *symp*, *spec* from *spect*, and the same liberty has been used with some of the Terminations;

but care has been taken that the two ways of spelling shall never leave a reader, familiar with the Chs., room for any hesitation in recognising the proper word.

5. Capitals have Chs. in no way different from the small letters. When we wish to mark the occurrence of one we put two horizontal dots, or very short sloping marks, close together under the Ch.. To show that a word is in caps. we draw under it 3 lines for large and 2 for small capitals. A wave line under a letter, and a straight line under a word will show them to be in italics.

6. If an inexperienced reader is at a loss to know where one Ch. ends and the next begins, he must proceed as in common writing, and go as far as possible to make up the first letter. It would not do in long-hand to separate the *o* from the rest of *a*, *d* or *g*, nor the first part of *m* or *w* from the last ; so in short-hand the line and ring or other parts must go together whenever they can be united to form one character.

7. Until he becomes familiar with the Chs., the learner may in any word in which he thinks there can be any doubt where two Chs. meet, mark the point by drawing a vertical or hor. line across them, making its ends of equal length on both sides. The same mark is drawn across *i* to blend or shorten *ai*; as hair.

8. It is prudent to distinguish the sign *ever*, by putting a dot under the left end of it, when the sentence is so constructed that *ever* might be mistaken for *he*. If the sign is used for the word *thing*, it should be written after the preceding Ch. exactly like the termination *ing*; as " *any thing*.

9. The learner should not try to write fast until he can shape the Chs. correctly : ease and speed will naturally come from practice ; but a neat and legible hand, satisfactory to the writer and reader, depends upon acquiring the

habit of observing the relative size and right direction of every character. Experience soon teaches where liberties may be taken to relieve the stiffness that would sometimes result from too close an adherence to the alphabetic forms. Thus it is easier, in joining *vj*, to bend slightly the stem of *f*, so as to include both letters in one curve, as shown in the signs *therefore*, *wherefore*, pages 32, 33. But no unnecessary stroke should be made; for it is only a waste of time, and tends to confuse the reader, to add to the simple short-hand Chs. any of the unmeaning flourishes, or superfluous marks, which excursive penmen are fond of annexing to the bare letters, more particularly to the capitals, in common long-hand.

SPELLING TO DIRECT ANOTHER WRITING.

Before writing from dictation, the learner must be content to copy the Exercises, until he is able to make the Chs. without looking at the Alphabet: then any one who can read the Chs. can direct him what Chs. to use, and where to place them, in this manner: —

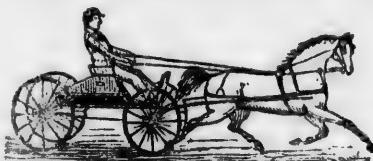
If the word is on the line and composed entirely of single letters, the reader gives it out and spells it, as usual, with a slight pause after each letter; as, *at*, *a-t*. If it is composed of double and syllabic or mixed Chs., he names the syllables, or spells the letters represented by a double or syllabic Ch., in rapid succession, and makes a distinct pause at the end of every Ch.; as, *✓ in-struc-tive*; *↙ con-structed*; *↙ de-struc-tion*. If it is a sign, as *↳ temptation*; after pronouncing it, he says, "Sign *temp-shun*." If it is not on the main line, as *company*; he says, "Sign *comp on y-line*," or as the case may be.

Instead of writing a whole " as directed in note 10,

p. 15, it is sufficient, when *u* comes between two consonants, to unite the two consonants and put only the dot where *u* belongs; that is, over the first Ch. when it joins the next at the top, and under the first when it joins the next at the foot, moving the dot a little to the left when there is no place for it directly under the first Ch.; as, *s* sum, *s* sure, *t* tutor. In a double Ch. set the *u* dot on the left side, at the centre; as *z* *furious*, *zv* *furniture*, *zv* *funds*, *z* *mumble*. In writing the examples given above, the dot is made last, but the teacher in spelling them says, “ *S*-udot-*m*, *s*-udot-*r-e*; dotted*tut-r*; dotted*fur-i-ous*, dotted*fun-d-s*, dotted*furn-i-t-dotu-r-e*, dotted*mum-ble*.” Notice: *U* is always short with single *f* in *fur*. Rule 16, p. 40.

Showing is better than oral teaching, and the learner will find that, though the explanations may often seem intricate, the thing itself, like the placing of this dot for *u*, becomes very simple, as soon as he sees the examples. If he will attend to the progressive exercises, we are persuaded, he will soon perceive that this Short-hand is more rapid and easily mastered than any of the numerous systems in which the vowels are written last, and are not joined to the consonants.

The Stenographer inserts every letter which is necessary to prevent hesitation in reading, and he cannot go forward at the rail-road speed which he may attain by adopting the additional modes of abbreviation which are supplied by the following Phonography. Comparing him,



however, with persons who can write only long-hand, his progress is not unlike that of a man, travelling along at his ease, drawn by a fleet roadster; while theirs is that of hapless pedestrians who spend twice or thrice the time in laboriously performing the same journey.

SHORT-HAND, PART II.

PHONOGRAPHY OR THE REPORTING STYLE.

In the Stenography, we prefer a plainly legible style to one for writing as many words as possible in a limited time. And those who have had sufficient practice in that fuller, but still, as compared with common writing, very expeditious method, aver, that they are able to read, not only their own manuscript, but that of any correspondent who writes it with tolerable accuracy, more easily than if it were long-hand. If the student, therefore, learns only the Stenography, he will be amply compensated for his pains, and indeed will have acquired that part which is of most practical use in the every-day business of life.

But, if he is ambitious to Report, *verbatim*, lectures, speeches, sermons, or debates, he may now go on to learn Phonography; or, indeed, he may begin with it, and learn from Stenography to join the Chs. of the Alphabet and Terminations, which are so nearly the same in both, that one who writes the Stenography can go on to acquire the Phonography with comparatively little labor.

It is true the writing will not be as plain, and it will require more practice to read it as readily as the Stenography; but it will contain more elements of legibility than Reporting-hands, that are even less rapid, usually do; and it can afterwards be transformed into a more readable hand than any of those which exclusively depend upon

dots and commas, or other disconnected little marks, to represent vowels. The insertion of the vowels afterwards takes up more time, but it can be done at one's leisure.

It is sufficient, or at all events we must be satisfied, when the utmost despatch is required, as in following a speaker, to be able to make out with certainty what we commit to paper so hastily. It is surprising how soon one learns to read words if only the initial and the final vowels are given with the consonants. Even less assistance is absolutely necessary. Wilson's Stenography, a handsome octavo, published in 1826, contains some 200 columns of words, each represented by one or two initial letters, and some other letter which is not in it, but which is chosen at random to make a Sign for that word. Pitman's system, the one now most in vogue, puts *p* for *weep*, *tr* for *internal*, *j* for *advantage*, *js* for *religious*, *l* for *will*, and hundreds of such signs, which must require great powers of memory ; and this is probably one reason why so few, of the many who have made the attempt, have succeeded in gaining a practical knowledge of his style of Reporting : for it is much harder to recollect signs taken from the after part of words, than such as consist of their initials, or their initials and terminations ; just as a man's face enables us to identify him, better than if we see some other part without the face, or as in moving a load, help is of most service at the starting-point.

Pitman and others systematically misspell words according to their sound, as *shur* and *shuger*, for *sure* and *sugar* ; and substitute *k* and *s*, for the hard and soft sounds of *c* ; often *t* for *d*, etc. If any one really prefers such spelling, he can use it in this system, whereas in theirs it is the only method ; for most of them have no Ch. for *c*, and are compelled to write *k* or *s* for *c* ; in many instances, *v* for *f*, *g* for *j*, *t* for *d*, *f* for *ph*, *s* for *z*, *k* for *qu* and *hard ch* — a habit dangerous to orthography.

RULES FOR WRITING PHONOGRAPHY.

1. Write words with only the vowels and consonants heard in pronouncing them; and drop every middle vowel, as well as every one which is not distinctly sounded at the end, unless it is included in a syllabic Ch. or termination. Thus for, *This will be the right temper in exposing evil doers deserving punishment*, write, *The wl.b th rt tempr in xpsng evl drs deserveing pnshment*.

NOTE. In this example, the rule requires us to write *e* in *be*, but it is dropped because *be* is among those very common words called Signs; and we retain *i* in *ing* and *e* in *ment* because they are terminations invariably expressed by a character which retains its vowel. When the vowels flow so smoothly into the consonants that we can write them without losing time, a distrustful writer is at liberty to insert them in any doubtful word to make it more readable; as, *i* in *right* or *height*, and *o* in *thought* or *quote*. There is always a *u* with *q*, and in fact *qu* forms one consonant.

When a vowel is heard at the beginning or end, it must generally be written, except in *ex*.

2. When two letters of the same name meet, write but one; as, *ms* for *mess*; *se*, *see*; *btr*, *better*; *er*, *err*.

3. But when two consonants of the same name have one or more vowels between them, write both consonants; as, *nn* for *nun* or *none*; *err* for *error*. See R. 18, p. 39.

4. The consonants that are silent or not heard *very* distinctly, are omitted; as, *c* before *k* in *sick*; *p* and *l* in *psalm*; *w* in *write*. *H*, even when sounded, is rarely necessary in the after-part of words unless it belongs to a double character.

5. The letters, Chs., and words, contained in [], brackets, as also the Supplemental Chs., at the foot of p. 9, now come into common use, and the short *bl* and *pl* take the place of the long *bl* and *pl*, so that the last are almost dispensed with.

NOTE. The consonants in [], p. 9, are those the Ch. stands for

In Stenography ; and the Ch. represents them whenever we find them following one another in the same order, whatever may be the intervening vowels. In reading we shall find that the same vowels which belong to the Ch. in Stenography will commonly give us the right word. Thus *comp* becomes *cnp*, and *may*, therefore, stand for *camp*; but in more than 9 cases out of 10, *comp* will be the only syllable that will make sense with the context.

That there may be no mistake, we here take from p. 8, etc. the syllables represented by syllabic Chs., in which the vowels can be dropped. *Amp* becomes in the after part of words *mp* with any vowel before it; *Cent* becomes *ent*: *Com, cm*: *Comb, cmb*: *Comp, cmp*: *Con, cn*: *Counter, ctr*: [*Ctd* is used only in the end of words; *Dct* in all positions, and also for final *dctd*:] *Dis* or *des*, *ds*: *Inter* when the Ch. crosses the line is initial *entr* or *intr*, but, when it stands on the line, it drops the vowel and becomes initial *ntr*: *Ngl* is the same as *angl*, only when it begins a word it must stand on the line: *Pp* may, if the writer pleases, be used as a contraction for *ppr*: *Recon, rcn*: *Rest, rst*: *Ramp, rmp*: *Spec or spect, spc or spct*: *Sted, std*: *Struc or struct, strc or strct*: *Super, spr* which requires the word to be so placed that the first long Ch. will cross the line: *Ted, td* (which also stands at the end of words, for *tude* and *ttde*,) when joined to *s* requires *s* to be short: *Temp, tmp*. The Supplemental Chs. are read, though not written, with intervening vowels.

The Terminations are explained pp. 44, 45, &c.; but, observe that those which in the table have no [] on the same line, never change their vowels. Thus, p. 11, no. 34, the Ch. *ous*, which stands also for *shus*, can only be used when the word really ends in *ous*; as, *gracious, vicious*.

6. When the table gives no syllabic termination to shorten a word ending in *y*, that word must be written on the *y*-line. See R. 4, p. 37.

7. As it is sufficient to put the dot for *full* (p. 48, no. 18) in the last hook, crook, or ring; so we can put it in the crook of *ness* for \rightarrow *fulness*.

8. *D*, being a straight line, can always be written with ease, and made short after a short Ch., as after short *s* or *un*; and this does not interfere with the short *ct* which can be joined only to a long stroke.

We can often add *d* by looping the ring or modifying the preceding Ch. in the following manner; —

If the preceding Ch. is a short down-stroke, we have only to make it thick; but if it is a long down-stroke, we must begin the word so that the first long Ch. in it will cross the line, and then thicken the stroke before *d*; because, if the word is written on either line, making a long stroke thick adds *rt* or *rd*, — *rt* if it is thick at the top, — *rd* if thick at the foot, — *rt* or *rd* if thick in the middle.

Thickening adds *rt* or *rd* to a long *a*, *h*, *he* and *qu*; but only *d* to the rest of the horizontals.

The *d* is understood before *tion* and *ing*, when their dot and comma are thickened.

In the modified long Chs. (that is, in all Chs. when their shape is so altered that additional letters are added to the first Ch. without writing the others,) if we thicken the first part, we must read the *d* after the first letter; and if we thicken the end, after the last.

NOTE. If any one is dissatisfied with the abbreviations made by this, or any other rule, he can write the word as in Stenography.

9. By making a long Ch. short, we add *nt* to that Ch., in words on the line; and *nce* or *nts* when we place the first long Ch. in the word across the line.

10. It is often an object with a Phonographer, not to lose even the time required for making a dot; we therefore omit the dot in *k*, *qu* and *u*: the *e* and *u* should be quite small, so as not to spread more than half as much as *k* and

qu. The *u* retains the dot in the signs *upon* and *unto*.

11. *Of*, when not the first or last word, can be implied by putting the word after it close to the one before it ; sometimes we join them, as when the signs *'—* one another are joined to stand for *'— one of another*.

12. When the vowels are dropped, the same consonants will, not unfrequently, come together, and represent different words ; but the sense of the passage will direct the reader, and enable him to read some long words, with only one letter or syllable to guide him, and to supply others, which are altogether omitted, in well known phrases and sentences. It may seem to a novice impossible for any one to make out manuscript written agreeably to all the rules for Reporting ; but every art and science seems difficult until practice makes it easy ; and those who adopt the most abbreviated style of Phonography in time read it with a facility surprising even to adepts in Stenography.

We have given these numerous rules and devices for abbreviating, not because such contractions are more necessary in this system than in any other ; but in order to furnish the learner, if he is disposed to try them, with those which will insure greater expedition.

Rules, however, will never make a rapid writer. By comparatively little practice, any one may acquire a useful knowledge of that part of this system which we have termed Stenography : but neither this, nor the best system that human ingenuity can devise, will ever make a man a good Phonographer, until by assiduous practice his hand gains that mechanical skill which is necessary in writing down the words of a speaker, throughout a lengthened discourse, with *verbatim* accuracy.

JOINING THE CONSONANTS.

1. As *a*, *e*, *i*, *o*, *u*, and *y*, are dropped in the middle of words, unless they are contained in syllabic Chs. or tabular terminations, it will be found that some consonants meet in Phonographic writing, which never come together when the vowels are inserted as in our Stenography. The Chs., however, are all made, joined, shortened, and blended, as the first part directs. See R. 5, p. 57.

2. Short *bl*, when it begins a word, is drawn from right to left, unless a final *s* or termination follows it; so that the next Ch. is usually joined to the left end of this short *bl*. For short *pl* see R. 37, p. 49.

3. *S* joined to short thick *ted* (which now stands for *td*, and in the after-part of words for *ttd*) is always short; as in *sted* for *stead*, *stayed*; or *s^ttd* *A* for *stated*, *situated*; but *s* must be always long before a long *t* shortened and thickened, as in *A student*. See I. 7 of R. 8, & R. 9, p. 59.

4. *S* is long in *sy* and short in *ies*, *ise*; and all words with these endings are written on the y-line. As R. 1, p. 43, requires a short *s* to be used when a word begins with *s*, we can begin with a long *s* to imply that we have dropped a vowel before it: thus a long *s* is put for the sign *is*, and *ssn* for *assassin* because the initial vowel can be implied by making the first *s*, as well as the next, long.

5. *S* shortened at the end of a word has usually the sound of *z*, as in *cause*, *does*; when therefore we wish to show that final *s* is sounded like *s* in *case*, *dose*, *mess*, we need not shorten it. *Sb* */* is twice as long as long *s*.

6. If we drop *ngr* etc., p. 11, no. 32, and put the preceding Ch. under the line, we must recollect that *s* is not shortened before a termination, but when it is the last consonant in a word: therefore, if we write *ms* under the line

PHONOGRAPHY.

for *messenger*, *s* will be long; and if we add *s* for *messengers*, the last *s* will be short.

7. Short *rst* like *rest* (p. 11, no. 39,) is only the beginning of long *rest*, and is joined in the same way by drawing it towards the left; as, *brstr*  for *barrister*.

8. If another Ch. is added to the arbitrary *o of*, it is so joined as not to interfere with ring Chs.; as  *o/t*, or as in some signs p. 29: it is, however, almost as easy to write *o* and *f*. For speed we may use *fr* for *phr*.

9. When *ness* or *ly* follows *tive*, the *ness* or *ly* should be joined to the *tive*. See *tively*, after *tongue*, p. 32.

10. When long *r* follows short *rv* in the after-part of a word, they make an angle in joining; but the angle is not necessary in beginning a word, as the line shows where they unite; as, *rvers*  for *rivers*. R. 20, p. 41.

NOTE. By R. 8, p. 59 we add *d* to any Ch. by moving the word down so as to cross the *y* or the 2-line and thickening the Ch. We can then add another *d* to a ring-Ch. by looping it; or without moving, we add *dd* by looping a ring-letter and thickening the loop, or, if we thicken the stem, and loop the ring, we add *rtd* or *rdd* to a long Ch.

INSERTION OF DISCONNECTED VOWELS.

Those systems which have no connecting vowels, endeavor to supply the want of them by various contrivances, of which the simplest, though not the most helpful to the reader, is the putting of a dot or comma wherever a vowel or diphthong is required. Others provide a distinct mark for the sound of each vowel; and, though we have no occasion for such vowels in the beginning or end of words, where such systems chiefly need them, we will here give similar marks, which will enable any one to transform our Phonographic notes into a hand very like that which in

Pitman's Phonography is called *The Corresponding Style*.

They are not of much value in our system: still, as the dropping of the middle vowels in the hurry of Reporting, will now and then leave a word doubtful, we may, at our leisure, supply the place of the missing vowel with one of these marks, in notes which are intended to be laid aside for perusal when perhaps the subject will have been forgotten. They are inserted like *u p. 54*. It will be sufficient to write the easier form of each vowel, as in the first line, unless in some rare word we wish to show the exact sound.

Very little use, we imagine, will be made of these vowel-marks, but they will serve as an example of the only manner in which the whole vowel notation of some systems is expressed.

The marks sound like the vowels in the words under them.

THIN	a	e	i	o	u	oo	oi	ou	ua	u	a	a
	-	-	-	-	-	-	-	-	-	-	-	-
	bat	bet	bit	bot	but	foot	oil	out	assuage	full	au	all
THICK	a	e	i	o	u	oo						/
	-	-	-	-	-	-						/
	mate	mete	mite	mote	mute	fool						

NOTE. In a double or syllabic Ch., if the vowel comes next after the first consonant, the dot or mark is put at the centre on the left without touching the Ch.; if it comes after the second consonant, the mark will be as low as the foot of the Ch., and if after the third, still lower; but a vowel after the third consonant will commonly be over or under the Ch., because one Ch. rarely combines more than three consonants, and a vowel between two Chs. must have its mark at the head of the first Ch. if the next is joined to its head, and under the first Ch. if the next is joined to its foot. When the vowel is at the head, it is better to put the mark on the left than directly over it. *H* and ring *un* are not counted in marking double Chs.

In pointing, that mark is affixed which best expresses the sound; as *A sought*. If two vowels come together they are put side by side, as *W defiant*. Write *U hitch*.

HOW TO READ REPORTING HAND.

In case of doubt, *e* or some other vowel is inserted between the consonants, and the syllables are then pronounced distinctly; thus for *terror*, written *t_rr*, we read *terer*; and this with the sense of the passage will always, after a little practice, direct us to the right word.

When a contracted Ch. blends with that before it, the last is the shortened one, and must be read accordingly; as, *yo* pronounce, *u* *insurgents*. See R. 9, p. 59.

PHRASE-WRITING.

1. To prevent loss of time by raising the pencil from the paper, it is better to unite 2, 3, or 4 short words or signs, whenever they will join neatly without running too far away from the line or confusing the reader. In doing this, if both the words are not on the 2-line, the last must keep its place; and if any of them belong on the 2-line, they can be moved, if necessary, to enable those not on it to preserve their proper position. If all are on the line, they stand just as if they were one word. Thus the last Ch. in *by thy*, stands on the y-line; but in *by the*, on the line, because in *l by the*, *by* is in its right place without moving *the*. In *l as they have not*, the Chs. stand as if all one word. The signs *he* and *I* turn either way in phrases.

NOTE. Shorten *have to have not*, by R. 9, p. 59, only after *e*, *i*, *o*, *u*, *y*, that it may not interfere with *able*.

2. Drop *the* in the middle of phrases; as, *in-last place*.
3. A word immediately repeated is expressed by repeating the separated termination; as, *u holy, holy, holy*.
4. In R. 23, p. 42, if we shorten *sub* we read *or* for *and*; as, *v more or less*.
5. Short *to* stands alone or begins a word or phrase.

PROGRESSIVE EXERCISES.

ON THE SINGLE CHARACTERS, LINE 1, PAGE 7.

EXERCISE 1. Copy *a, e, i, o, u*, and the rest of the Horizontals, viz. *h, j, k, qu*, turning *e, i, o, u*, either way.

2. Copy all the Up-strokes, viz. *f, g, n, r, y*, and learn to draw *s* up and down.
3. Copy the rest, viz. all the Down-strokes.
4. Write 10 verses with single Chs., each letter standing by itself on the line, not joined.
5. See p. 38, and R. 7, p. 43. Join as on p. 69,

	<i>as</i>	<i>es</i>	<i>is</i>	<i>os</i>	<i>us</i>	<i>ys</i>
	<i>sa</i>	<i>se</i>	<i>si</i>	<i>so</i>	<i>su</i>	<i>sy</i>
	<i>ca</i>	<i>ce</i>	<i>ci</i>	<i>co</i>	<i>cu</i>	<i>cy</i>
	<i>at</i>	<i>et</i>	<i>it</i>	<i>ot</i>	<i>ut</i>	<i>yt</i>
	<i>ta</i>	<i>te</i>	<i>ti</i>	<i>to</i>	<i>tu</i>	<i>ty</i>
	<i>ra</i>	<i>re</i>	<i>ri</i>	<i>ro</i>	<i>ru</i>	<i>ry</i>
	<i>ag</i>	<i>eg</i>	<i>ig</i>	<i>og</i>	<i>ug</i>	<i>yg</i>
	<i>ga</i>	<i>ge</i>	<i>gi</i>	<i>go</i>	<i>gu</i>	<i>gy</i>
	<i>wa</i>	<i>we</i>	<i>wi</i>	<i>wo</i>	<i>wu</i>	<i>wy</i>
6.	<i>ast</i>	<i>est</i>	<i>ist</i>	<i>ost</i>	<i>ust</i>	<i>yst</i>
	<i>sta</i>	<i>ste</i>	<i>sti</i>	<i>sto</i>	<i>stu</i>	<i>sty</i>
	<i>dan</i>	<i>den</i>	<i>din</i>	<i>don</i>	<i>dun</i>	<i>dyn</i>
	<i>man</i>	<i>men</i>	<i>min</i>	<i>mon</i>	<i>mum</i>	
	<i>fat</i>	<i>fet</i>	<i>fit</i>	<i>fot</i>	<i>fut</i>	
	<i>wan</i>	<i>wen</i>	<i>win</i>	<i>won</i>	<i>wun</i>	

NOTE. The *u*-dot put to *a, i*, and the consonants, is all they require for *u* in the middle of words, but sometimes the curve and dot are preferable. See p. 54. Initial *e* is always turned so as to make an angle in joining *d, m, r, s, t, w*, and Chs. beginning like them.

EXERCISES ON DOUBLE AND SYLLABIC CHARACTERS.

Ex. 1. Copy from p. 7 or 8, all the Chs. ending with *mp*; as, *amp* &c. : next all ending in *h*, as *Ch*, *th*, &c. ; add all with two letters ending in *l*; as, *bl*, &c. ; lastly *en* or *in*, *on*.

2. Draw the double-length initials *angle* or *engle*, *enter* or *inter*, up across the line; *sub* in any position; and short *super* under the line. Write now all the double Chs.

Read R. 13, p. 39. The curves of *b* and *c* which are enlarged to double them, stand on the line in the same position as if *bb* and *cc* were single Chs.; but in Phonography they are written across the line, or in the same position as any two long down-strokes (R. 20, p. 41); because, when *bb* or *cc* come together, a vowel is never in St., but always in Ph., implied between them. [R. 2, p. 57.]

3. p. 70. *Abbey*, *accent*, *accounted*, *added*, *aloud*, *bounced*, *obstruct*, *untutored*, *sorry*, *hatter*, *heated*, *appears*, *horror*, *sinner*, *stools*.

4. *Amputated*, *angled*, *blighted*, *decent*, *chests*, *clothes*, *comets*, *commanders*, *combined*, *compute*, *conform* R. 16, p. 40, *encounter*, *disliked*.

5. *Desired*, *delta*, *designed*, *dissolve*, *dust*, *quiet*, *des titute*, *disowned*, *empty*, *imported*, *England*, *entered*, *flash*, *fuller*, *fruitful*, *genuine*.

6. *Guns smiths*, *signs*, *gentle*, *growl*, *green*, *hell*, *in sight*, *in subordinate soul*, *steel*, *knives*, *mulish*, *memory*, *mingle*, *obsolete*, *obtrusive*.

7. *Onset*, *opium*, *oppose*, *fraud*, *affront*, *sapphire*, *ploughs*, *applies*, *pupil*, *recommended*, *restore*, *trumpet*, *servitude*, *shaws*, *consummate*.

8. *Semstress* no. 13, p. 16, *simper*, *sumpter*, *speculates*, *respects*, *submit*, *suborns*, *superfine*, *superb*, no. 12, p. 15, *hatch*, *though*, *insuperable*, *wilt*.

EXERCISES IN SHORTENING AND BLENDING CHS. P. 43.

Ex. 1, p. 71. Acres acquts account butter clothes clouds closes commend common cm coaches cheers cheats choice churns clue

2. Cull cumbr p. 16, l.9 cucumbers R. 13, p. 29 conflict cumulate camls consumptive cml cv congenial conjoin countermndd curb cutters

3. Court cute eel ebbs eggs Eolian evl epic equip eunuch evl even eye dull Dudley feet flood flour fools frsh forsake

4. Furnish funny funnel force R. 16, p. 40 fury gored Greeks gestures buggy gentiles genial hail R. 7, p. 52 hills heal heirs hamper

5. Hemp hump house howls Elijah ell implies internal keeper elme looks mouths entrnce angld angling T nostrils one's once

6. Pamph pimples pomps pumps pulls poison pm *final* presumptiveT queer unobey romps rumple rusty route sample spheres

7. Stphn temple Thompson triumph ten rec'd revl subdued vulture were whos wool gypsum Jesus exempt quoted unanswered.

8. RULE 23, PAGE 42. Male and female, etc.

9. RULE 24. Benefit beneficent circumspect hypocrite magnitude magnificent magnify excel [multiplis transaction expletive] omnibus transit.

10. No. 14, p. 16. Amb emb imb umb symb [smb] cumb cum lambs embark limbs limps [smb r symb ol. P. 63, Blundr pilot minstrs.]

EXERCISES ON INITIAL *UN*, R. 25, AND TERMINATIONS, P. 11.

NOTE. We shorten *d* after all short Chs., except in *undone*; and for any sign we are at liberty to write only the Ch. opposite to it, putting it, if not on the line, in the position the figure or † directs.

Ex. 1. p. 72. *Undone, unlike, unmerited, unsseen,* *untrue, unsold, unsought, unhappiness, unregarded,* *unkind, unfortunate, unequalled, uncertain, unbent.*

2. *Unable, undesirable, trouble, undeniably,* *improbably, disabled, inability, untaught, daughter,* *concession, intercession, complexion, selections, undo.*

NOTE. In Pho., when a short Ch., precedes nos. 8, 9, 10, p. 10, it is often easier to join the termination to the last long up or down-stroke; as, [*— application, / supplications.*]

3. *Affectionate, bundle, sufferance, inference,* *unprofessional, efficiency, sufficient, before, joyfully,* *allegiance, geography, sting, uncomplaining, rings.*

4. *Winged, long, Sion, unquestionably, lions,* *unduly, unmannerly, truly, subtlety, in validity,* *realities, theological, analogy, raiment, torments.*

5. *Lamentable, lamented, ornamental, fulness,* *witnesses, harnessed, [strangers, hungry, stenography,* *play,] unlock ed, impious, unconsciousness, outer.*

6. *Stupidity, unrest ed, unrestrained, breasts,* *serves, undeserved, [conscripts], ourselves, themselves,* *worship er, [nthr.] imprecation, suasion, actionable.*

7. *Solution, relationship, questions, invention,* *expectations, exemption, irritationally, [missionaries,* *tuition, computation or -etition, tradition, traditionary].*

8. *[Condemnation, consumption, continuation,]* *international, constitutionality, natives, festivities,* *rewarded, soonest, [ld, indtd, trd, trt, prtd, exstnce,* *Constantinople's, unconstitutional, unngd,] unended.*

Exercise in Stenography, page 65.

s	t	r	d	y	v	l
z	k	m	b	x	w	o
c	o	u	g	e	o	o
g	u	f	q	u	u	u
l	h	m	b	h	v	v
r	c	p	c	r	r	r
j	v	s	s	v	v	v
r	r	p	p	r	r	r
c	o	l	o	b	o	o
6	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8

Exercises in Penmanship. p. 66.

1. ~~W C T T E Y / T A N D R A S H R 25/162~~
2. ~~W C T T E Y / T A N D R A S H R 25/162~~
3. ~~W C T T E Y / T A N D R A S H R 25/162~~
4. ~~W C T T E Y / T A N D R A S H R 25/162~~
5. ~~W C T T E Y / T A N D R A S H R 25/162~~
6. ~~W C T T E Y / T A N D R A S H R 25/162~~
7. ~~W C T T E Y / T A N D R A S H R 25/162~~
8. ~~W C T T E Y / T A N D R A S H R 25/162~~

Shortening & Blending Chs. p. 67.

1. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
R.13, p.16 ሲሆን የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
2. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
3. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
4. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
5. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
6. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት
7. የዚህ ተቃዋሚ አገልግሎት ስለመስጠት የዚህ ተቃዋሚ አገልግሎት ስለመስጠት

Shortening of a preceding sign p. 6

7. $\text{log}_b \sqrt[4]{b^2 + 1} = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

8. $\log_b \sqrt[4]{b^2 + 1} = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

8. R. 23, p. 42. $\log_b \sqrt[4]{b^2 + 1}$ = sign

$\log_b b^2 + \log_b 1$ = sign + sign

9. R. 24, p. 42. $\log_b \sqrt[4]{b^2 + 1} = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

$\log_b b^2 + \log_b 1 = [\log_b b^2 + \log_b 1] = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

10. $\log_b \sqrt[4]{b^2 + 1} = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

$[\log_b b^2 + \log_b 1] = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

Exercice p. 68. Exercice 11. If $b > 1$

1. $\log_b b^2 + \log_b 1 = \frac{1}{4} \log_b b^2 + \frac{1}{4}$ = sign

$\log_b b^2 + \log_b 1 = \frac{1}{4} \log_b b^2 + \frac{1}{4}$

Exercise p. 63. Initial Rn & Terminations.

Exercise p. 68. Initial Mr. & Terminations.

8. - R. 6,7,9. 44. 7. 9; 9.3 J. 7. 51 48.

Feb. 21, 1911 [Dr. H. G. Smith]

R. 19, p. 41. Heavy or light strokes are all the same in Stenography; but in Phonography they must not be thickened unless we wish to add *d* or *rd* by R. 8, p. 59. The enlarging of curves or rings when two letters of the same name meet, is also not important in St., but in Ph. must never be neglected.

St. John's Diocese Chapter 8.

1910-06-26 0001.16701+

• 1800 L, 6-1 + 3. 7 x 0.8m

8-1-6-09 " 103+

4.0 - 0.200.14600.140.84

Littleton - New Hampshire

6. VO-84714 do not.

Exercise in Stenography.

7. 13 C₈S-C₂H₄O₂H

8. H₂S₀-C₂H₅OH + H₂O

9. C₆H₅CO₂H + NaOH → C₆H₅COONa + H₂O

10. -H₂O. O₂H₂ - O₂ - H₂

11. -C₂H₅ / 2. 12. R - 2. 12. 17⁸⁷

12. R - 1. 85 - 2. 12. 14. 10. 1

13. 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0

14. 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0 +

15. 1. 65 / 2. 12. 3. 1. (1. 65)

16. 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0 +

17. R + 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0

18. 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0 +

19. 2. 12. 1. 85 - 12. 6. 0. 2. 9. 0 +

Exercise in Stenography. p. 77.

1. $\sqrt{2} \cdot \sqrt{2} = 2$ cm,
but $1 \text{ cm} < \sqrt{2} \text{ cm} \rightarrow$
 $1 \text{ cm} < \sqrt{6} \text{ cm} \approx 2.45$
 2. $\text{Let } x \text{ be the side of } \triangle:$
 $\text{Set } x^2 + x^2 = 10^2$
 $x^2 = 50 \text{ or } x = \sqrt{50}, \text{ p. 10.}$
 3. $\text{Find } V = \frac{1}{3} \pi r^2 h:$
 $\text{Set } h = 15 \text{ cm} \rightarrow r^2 = 15^2$
 4. $\text{Find } x^2 + y^2 = 10^2$
 $x^2 + y^2 = 10^2 \text{ or } x^2 = 10^2 - y^2$
 $\text{or } 10^2 - y^2 = 10^2 - x^2 \text{ or } 10^2 = x^2 + y^2$
 5. $\text{Find } x^2 + y^2 = 10^2 \text{ or } x^2 = 10^2 - y^2$
 $\text{or } x^2 = 10^2 - y^2 \text{ or } x^2 = 10^2 - y^2$
 $\text{or } x^2 = 10^2 - y^2 \text{ or } x^2 = 10^2 - y^2$

PROMISCUOUS EXERCISES, P. 76.

Ex. 1. Dr. Simpson, Mr. and Mrs. Lewis, J. Rose, Esq., and certain other individuals, are returning from the city, in this morning's train, having been to get likenesses of their children who must set off to-morrow for Hong Kong.

2. Tables, tablets, boys, beaten, mien, shares, prayers, employers, impulse, compulsory, tempted, blows unheeded, repulse, self-sufficient, selfishness, unselfishness, theology.

3. R. 5, p. 37. Kingston, local, devil, thyself, myself, serviceable, unencumbered, unenterprising, undeservedly, mentioned 4, p. 44; compassionate, traditional, stationary.

4. No. 9, p. 10; section, sectional, dictionary, fractional, *suection*, elocution, executions, discussions, protectionists, resurrection, complexions. Forfeited, fulfil, unsuspected, suspect, trusted, surest, poorest, merest, tempestuous.

5. *Partly signs.* Altogether, unnecessary, countries, disinterested, companies, ungodly, goodness, ungovernable, never, everywhere, acknowledged, observable, describe, Christening, unexampled, expected, interests, committees, subscrib-ers-ed, subjects, spiritual, quarters, described.

NOTE. *S, sd, and st,* can always be made long in Stenography, but the short *sd, st,* initial and final *s,* are, generally, neater before long Chs. In the double Chs. one letter only is doubled when its curve or final ring is enlarged. Thus, when we lengthen the *c* in *cl,* the *v* in *vl,* and the *d* in *dl,* they make *ccl, vvl,* and *ddl;* but if we enlarge only their rings, they stand for *cll, vll, dll;* *wl* for *wll;* *fn* for *fnn;* and *pl* for middle or final *fl.*

Note. In the *fl, fls, fls,* at p. 70, a long down-stroke is drawn like *sub,* only altogether under the line, to show where the printed line ends; it may be used for a comma, and will catch the eye more readily.

EXERCISES IN PHONOGRAPHY, P. 78.

1. Write first the Examples to R. 1, 2, 3, 4, p. 57; then, The emperor confined 145 starving sailors in a dismal cell.

Exercise in Phonography, p. 77.

1. V o r t e i b [or_b] - g, ~ v e l, d +
R. 2. y i r ~ + R. 3. 9 ~ + R. 4. L ~ n +
L v o a t r n v v - v 6 +
2. I p h i g : a v t c e v e s n :
..... 1. L o e i t . v e d : a a 3.
- v o r +
3. T r a f f i c : o o o o o o o o +
v, y o d w : , n v v v v v +
4. H v i l : a v p i i z o v +
5. S p o n g e : o o o o o o o o +
6. G i l : v i s a i i l : v } / - 6 -
7. v o r - sign. > > d o r v +
8. k l o o d + / : d ? ^ f r ^ v v v +
9. Z o e i o : g - v v v : v y l +

St. John's Gospel Chapter 10

1. " ἦν οὐρανοῦ ὁ λόγος τοῦτο
2. καὶ εἶπεν αὐτῷ Ιησοῦς
3. Καὶ εἶπεν Ιησοῦς σοι Ματθαῖον
4. Εἰς τὸν οὐρανὸν ἀνέβη οὐρανοῦ
5. οὐρανοῦ δὲ πάντα τὰ περιβόλια
6. τοῦ οὐρανοῦ οὐρανοῦ τοῦ οὐρανοῦ
7. οὐρανοῦ τοῦ οὐρανοῦ τοῦ οὐρανοῦ
8. οὐρανοῦ τοῦ οὐρανοῦ τοῦ οὐρανοῦ
9. οὐρανοῦ τοῦ οὐρανοῦ τοῦ οὐρανοῦ
10. οὐρανοῦ τοῦ οὐρανοῦ τοῦ οὐρανοῦ
11. οὐρανοῦ τοῦ οὐρανοῦ τοῦ οὐρανοῦ

EXERCISES IN REPORTING HAND, p. 78.

NOTE. Whenever the same letters stand for more than one word, the context, or sense, must decide which is to be taken.

Ex. 2. Amputated, compute, imposed, imputed, until, fitted, driver, hatter, chalk, sinner, synagogue, sale, sits, states, tied, untie, untied, steed, restoration, mills, knives, forfeit, fort, steel *or* still, marvel, malt.

3. R. 5, p. 57, R. 6, p. 58. Belt, pelt, blunt, planet, blow, blue, black, plowing, palaces, wrangled, dazzle, dizzy, bend, boundary, muster, ministry, superintend, spare, sport, sperm, despair, desperate, empty, entry.

4. R. 8, p. 59. Imprudently, importer, compared, tried, encountered, centurions, combed, spirit, spirited *or* sported, decided, coincided, countermanded R. 7, p. 43, and 8, p. 59.

5. R. 8 and 9. President, residence, abundant, abundance, impudent, impudence, obedient, obedience, evidences, lent, consent, coincidence, presence, talents.

6. R. 6, p. 44. Substitution, restitution, submission, destination, recommendation, institution, station, situations, termination, traditional, subordination, irritation.

7. R. 6, 7, p. 61. Messengers, manger, danger, vinegar, congratulatory : breast, dressed, merest, nearest, trusted.

8. Services, travelling, consolatory. *Partly signs—subjection, Pennsylvania, unfriendly, society's, intellectuality, intoxicated, ordination, organization, organized, blessed.*

9. *Phrase-writing.* I'll be; I'll not be able; what is his name? you'll observe; it is not to be; what is your opinion? that is; ladies and gentlemen; in the last place.



SAMUEL J. SCOVIL, BANKER,

AGENT FOR
THE SAINT STEPHEN'S BANK.

OFFICE— CORNER OF PRINCE WM. ST. AND MARKET SQUARE,
SAINT JOHN, NEW BRUNSWICK.

UNCURRENT FUNDS, STERLING EXCHANGE, SPECIE,
DRAFTS (BOTH GOLD AND CURRENCY) ON THE UNITED STATES,
CANADA, NOVA SCOTIA, &c.

BILLS DISCOUNTED: DIVIDENDS, INTEREST, AND OTHER
MONEYS COLLECTED.

INVESTMENTS MADE: SALES EFFECTED OF BANK STOCK,
MORTGAGES, AND SECURITIES OF EVERY DESCRIPTION.

☞ SUMS of £10 and upwards received on deposit, for
which receipts will be given bearing interest, at the rate of
SIX per cent per annum, and payable either at call or fixed
periods as may be agreed upon.

—ALSO—

LIFE, FIRE, & MARINE INSURANCE,
First Class English and American Companies,

Total Capital, \$ 26,000,000.

RISKS TAKEN AT THE LOWEST RATES.
CLAIMS PROMPTLY AND LIBERALLY ADJUSTED.

The large Capital and high Standing of these Companies
afford ample security to Policy-holders.